Accounts Payable

Training Guide

Version 3.1

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About This Training Guide

TRAINING GUIDE DESCRIPTION

This Accounts Payable training guide is designed for users that process payment request transaction documents in AFIS. Instruction includes hands-on activities covering the creation, validation, approval, and viewing steps for accounts payable documents.

TRAINING GUIDE OBJECTIVES

In this training guide, you will:

- Review Accounts Payable processing flow charts and event types
- Create encumbrance documents
- Create payment request documents
- Create disbursement documents
- Research encumbrance, payment request, and disbursement documents
- Modify and cancel payment request and disbursement documents
- Review additional Accounts Payable processes

TERMINOLOGY

The terms listed in Table 1 below are used throughout the Accounts Payable training guide.

Table 1: Terminology

Term	Description
Accounting Line	The level in a document where users enter a set of Chart of Accounts codes comprising a funding distribution and an event type.
Accounting Template	A unique identification code on a document with previously defined Chart of Accounts elements. A user can choose to use templates to facilitate and standardize data entry.
Award	Establishes a formal agreement with a vendor, either for the purchase of defined goods or services to set prices for future purchases.
Commodity-based Document	These documents have commodity lines. For commodity-based payment request documents (PRC, they require a reference to an encumbrance (PO) document.
Credit Memo	An amount issued by a vendor in order to reduce the amount that a customer owes from a previously issued sales invoice.
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a warrant or Electronic Funds Transfer (EFT).
Document Catalog	Serves as a repository for all of the document forms created in AFIS. It is the central location in the system where all of the documents can be queried and processed by selected actions.
Electronic Funds	The electronic movement of data between banks which results in a value transfer

Term	Description
Transfer (EFT)	between accounts.
Encumbrance	A transaction setting aside budget for a future payment request.
Event Type	Identifies and records the type of financial activity for an accounting line of a document. Every accounting line must have an event type for all accounting based documents, and certain non-accounting documents. Users either enter the event type or have it defaulted by the system.
Fund	The Chart of Accounts element that represents a self-balancing set of accounts.
Fund Accounting	The Chart of Accounts view that displays funds and general ledger accounts. Fund accounting comprises the fund, revenue source, object of expenditure, and balance sheet account elements.
General Accounting Expense (GAX) document	A document used to make direct payments. This document is for non-commodity-based payments and therefore does not require a reference to an award document (such as a purchase order).
Journal	A historical record of processed accounting data that is stored by document in order of processing.
Ledger	Provides a summarized view of the same information as a journal, except the arrangement is by accounting distribution and, usually, a time period.
Non-commodity documents	These documents have do not have commodity lines. For non-commodity payment documents (GAX), they do not require a reference to an encumbrance document.
Object	The Chart of Accounts element that classifies expenditures into groups such as personal services and expenses.
Payment	The exchange of funds for goods received and/or services rendered. In AFIS, the payment process establishes a payable in the system and, if specified, liquidates the encumbrance.
Posting Code	A code called from an event type that contains instructions about how to update various journals and inquiry and controls tables with debits and credits. An event type contains a posting pair, which has two posting codes. The event type appears on the Accounting line; the posting code appears on the Posting line.
Posting Line	Level with the most detailed accounting information that is a common source of information used to update most of the system.
Stale Date Warrant	A warrant is stale when it has not been redeemed within the established number of days.

LIST OF ACRONYMS

Table 2 lists the acronyms used in this guide.

Table 2: Acronyms

Acronym	Definition
ACTPL	Accounting Template
ACTPR	Accounting Profile
AD	Automated Disbursement
CEC	Commodity Encumbrance Correction
CHREC	Check Reconciliation
CR	Cash Receipt
CUSTS	Customer Information
DC	Disbursement Cancellation
DCM1	Disbursement Cancellation - Manual
DRM	Disbursement Request Modification
EFT	Electronic Funds Transfer
ENTY	Entity
FCLS	Fund Class
FDT	Future Document Triggering
GAE	General Accounting Encumbrance
GAEC	General Accounting Encumbrance Correction
GAERM	GA Encumbrance - Risk Management
GAETRI	Encumbrance-Real Estate
GAIP	GA Intercept Payment
GAP	General Accounting Pre Encumbrance
GAX	General Accounting Expenditure
GAXB1	Payment Request - Balance Sheet
GAXCC	Payment Request - Cover Claim
GAXCM	Payment Request - Credit Memo
GAXR1	Payment Request - Revenue Refund
GAXRM	Payment Request - Risk Management
GAXTRI	General Accounting TRIRIGA
Table INTR	Table INTR – Intercept Request
IRM	Intercept Request Maintenance
IT	Intercept Transfer
PHLDTD	Payment Hold Type by Department
MD	Manual Disbursement
MDCC1	Manual Disbursement Cover Claim Warrant
MDWT1	Wire Transfer
PDCHK	Paid Checks Page
PO	Purchase Order Commodity Based
POPZ1	Purchase Order Commodity Based- ProcureAZ
PRCC	Procurement Card Payment Request
PRCPZ1	Payment Request Commodity Based- ProcureAZ

Acronym	Definition
RQ	Requisition Commodity Based
RQPZ1	Requisition Commodity Based - Procure AZ
VCCD1	Vendor Customer Creation - Departments
VCCE1	Vendor Customer Creation - EFT
VCCG1	Vendor Customer Creation - GAO
VCCPZ1	Vendor Customer Creation - ProcureAZ
VCUST	Vendor/Customer
VCMD1	Vendor Customer Modification - Departments
VCME1	Vendor Customer Modification - EFT
VCMG1	Vendor Customer Modification - GAO
VCMPZ1	Vendor Customer Modification - ProcureAZ
VIR	Vendor Invoice Registry
VTH	Vendor Transaction History

1. Navigation Refresher

Learning Objectives

In this lesson, you will:

- Review the basic access and navigation of a reference table
- Review the basic access and navigation of documents using the Document Catalog
- Review the navigation tools and searching records within a query

Lesson Overview

As with any software, it is important that users understand how to navigate through various menus and features in order to complete tasks efficiently and accurately. AFIS uses a Web interface to display the types of application pages used to process financial information. This lesson reviews the navigation of AFIS as it pertains to Accounts Payable by looking at reference tables, documents and queries that are used throughout this Accounts Payable training guide. Understanding how to use these three types of pages is important, because it makes it easier for you to search for a particular type of page and navigate between them. Pages are referred to in two different ways: the Page Description and the Page Code.

1.1. Navigation Review: Reference Table

Reference tables are used to store information within the system. The information in some of these reference tables can be created and modified by anyone with the required security permissions; others are system-maintained and updated by the system through document updates or offline processes. All reference tables can be accessed through Page Search or Jump to field at the top of the screen. This topic examines the Accounting Template (ACTPL) reference table.

ACTIVITY 1.1

Navigate to the Accounting Template Reference Table

Scenario

You want to review the navigation features in AFIS. Use Page Search to locate the Accounting Template (ACTPL) reference table.

Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Navigate using Page Search.

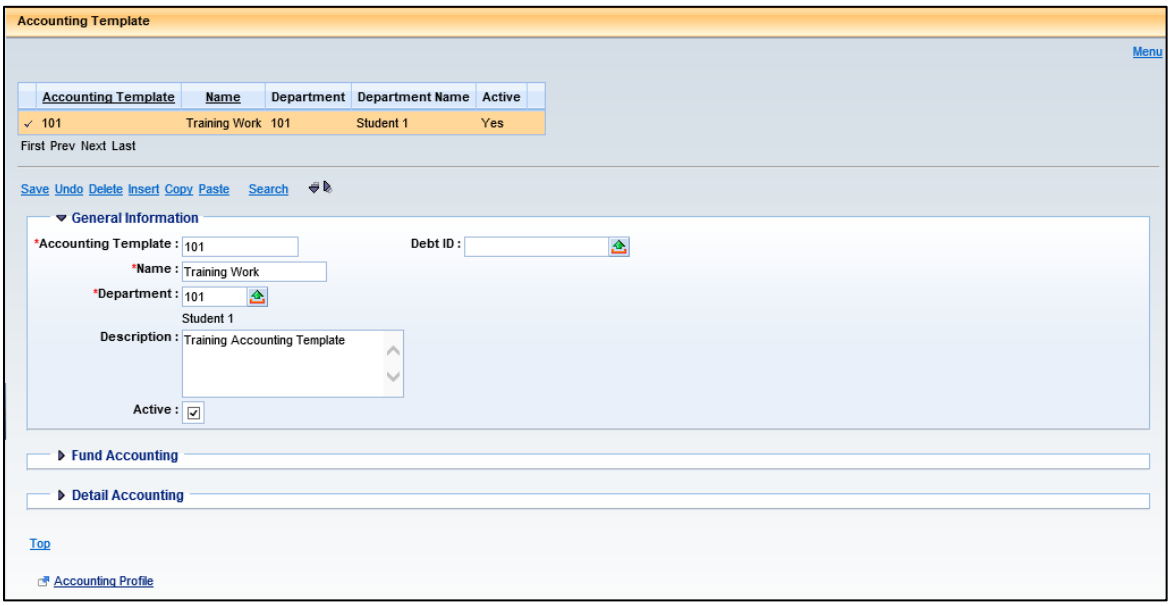
1. In the Secondary Navigation Panel on the left, click **Search**.
2. Click **Page Search**.
3. In the **Page Code** field, type ***ACTPL***.
4. Click **Browse**.

5. Click **Accounting Template**.

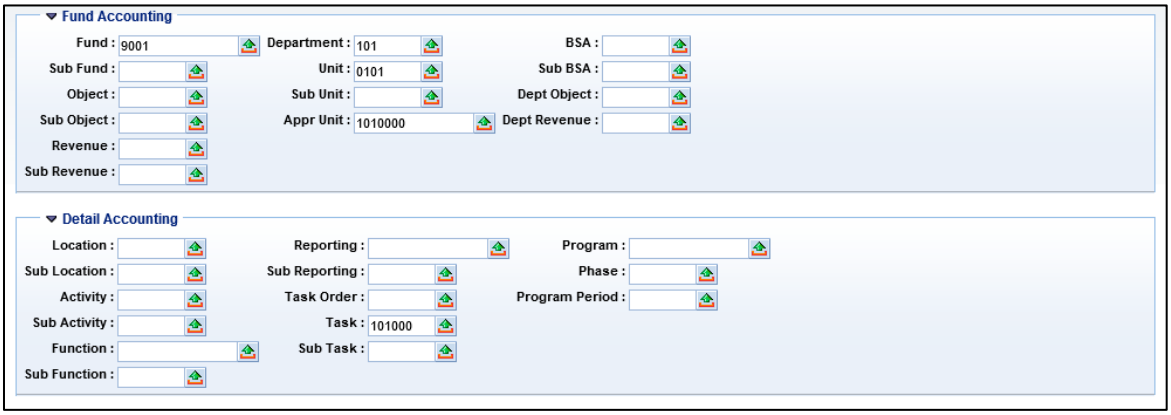
B. Explore the Accounting Template table.

1. Click **Search**.
2. In the **Accounting Template** field, enter ***the* department *from your student data card.***
3. Click **OK**.
4. The details of that template displays in the scalar view below.

5. Observe the General Information section.



6. Click **Fund Accounting** to expand that section.
7. Click **Detail Accounting** to expand that section.



8. Observe the fields in the Fund Accounting and Detail Accounting sections.
9. Click **Fund Accounting** to collapse the section.
10. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.2. Navigation Review: Document

The information stored in reference tables gets updated by documents. Some documents update the information on multiple tables. The Document Catalog is used to create documents and to search for documents based on Code, Department, Unit, or ID. It can also be searched by User Information using User ID (created by) and Date (created on), or by Document State using Function, Phase or Status fields. This example uses a General Accounting Encumbrance (GAE) document.

ACTIVITY 1.2

Navigate to a General Accounting Encumbrance Document

Scenario

You want to review the navigation features in AFIS. Use the Document Catalog to find a General Accounting Encumbrance (GAE) document.

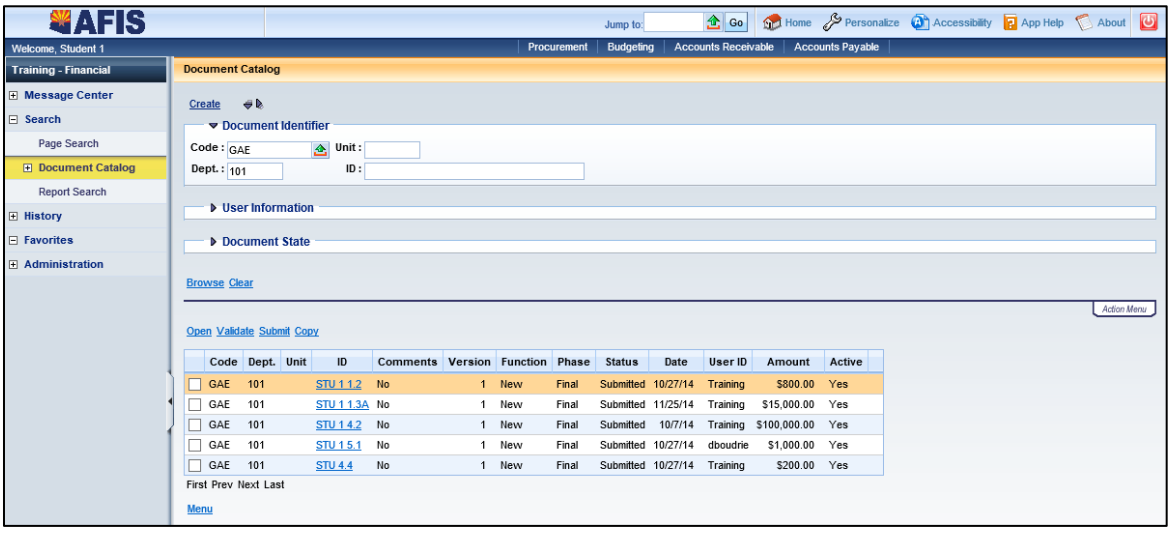
Setup

✓ User is logged into the AFIS Home Page.

Steps

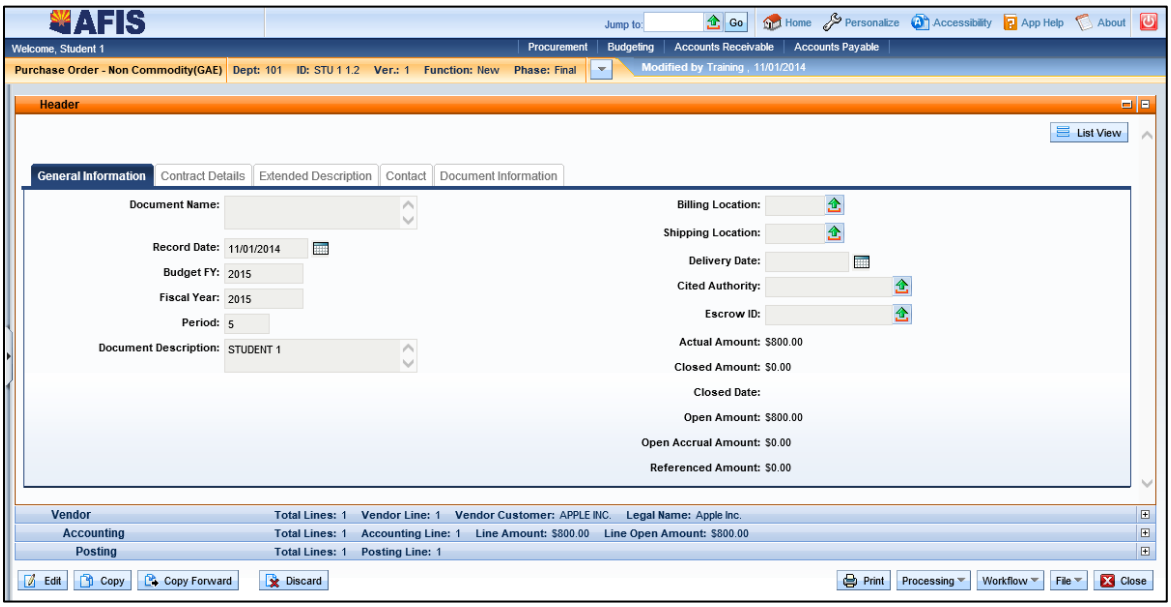
A. Navigate using the Document Catalog.

1. In the Secondary Navigation Panel on the left, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAE***.
4. In the **Dept.** field, enter the data from ***your student data card***.
5. Click **Browse**. The grid displays all GAE documents in the system.



6. In the list of documents, in the first row, click the **ID** found on ***your student data card***.

7. Observe the General Accounting Encumbrance document window displays the four components that together make up the document.



8. Observe that the document information at the top of the screen includes Type, Dept, ID, Version, Function, and Phase, as well as the document menu button.

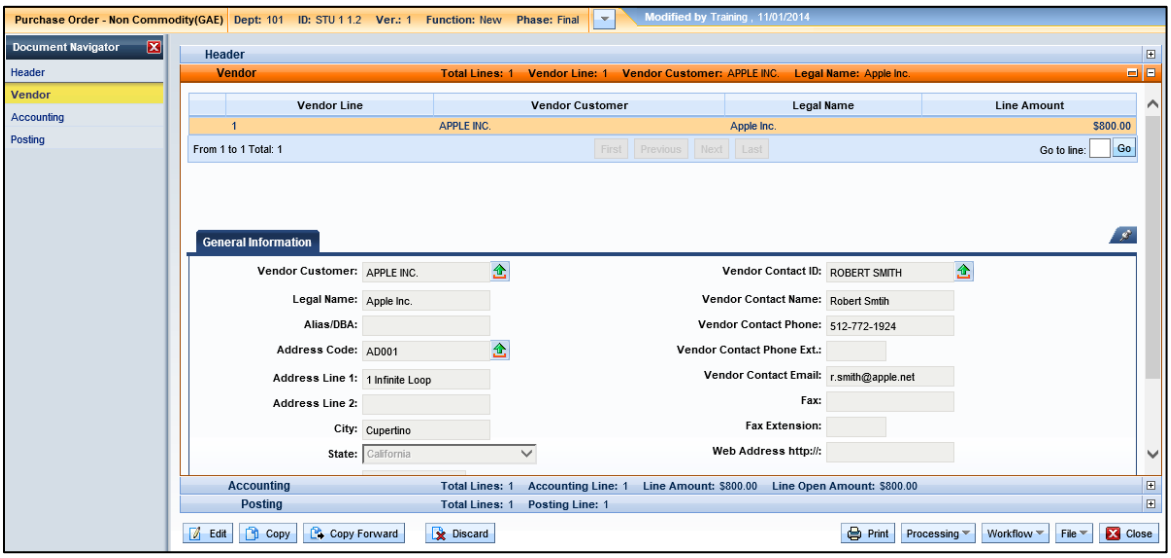
B. Explore the General Accounting Encumbrance document Header component.

1. Observe the fields on the **General Information** tab.
2. Click on the **Contract Details** tab.
3. Click on the **Extended Description** tab.
4. Click on the **Contact** tab.
5. Click on the **Document Information** tab.

C. Explore the other components of the document.

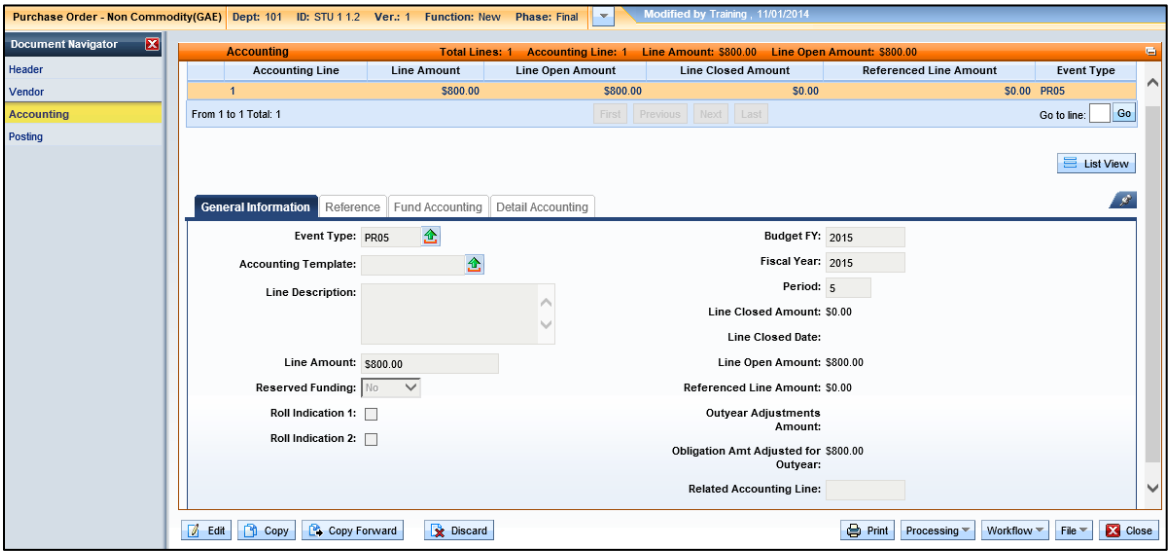
1. Open the Document Navigator Panel, click the **Open Document Navigator** arrow on the left of the screen.
2. In the Document Navigator Panel, click **Vendor**.

3. Observe the component tabs and fields.



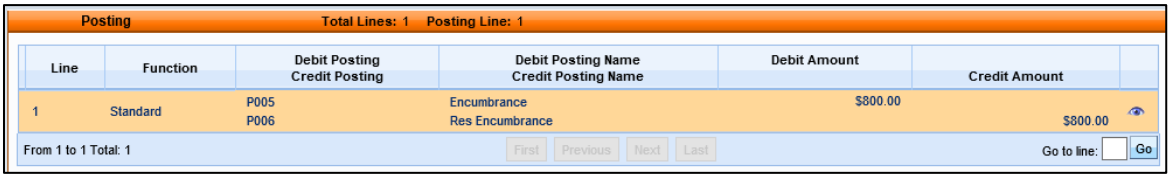
4. In the Document Navigator Panel, click **Accounting**.

5. Observe the component tabs and fields.



6. In the Document Navigator Panel, click **Posting**.

7. Observe the information in this component.



D. Close out of the document.

1. When you are finished, click the **Close** button at the bottom of the document to return to the Document Catalog.
2. Click the **Home** icon in the Primary Navigation Panel to return to the Home Page.

1.3. Navigation Review: Query Page

The information that documents update in tables can be looked up by performing a query and certain tables are designed for this purpose. For example, disbursements can be tracked and researched using the Vendor Transaction History (VTH) query page. One way to quickly access the VTH query page is to type ***VTH*** into the Jump to field in the Primary Navigation Panel.

ACTIVITY 1.3

Navigate to the Vendor Transaction History Query Page

Scenario

You want to review the navigation features in AFIS. Use the Jump to field to navigate to the Vendor Transaction History (VTH) query page.

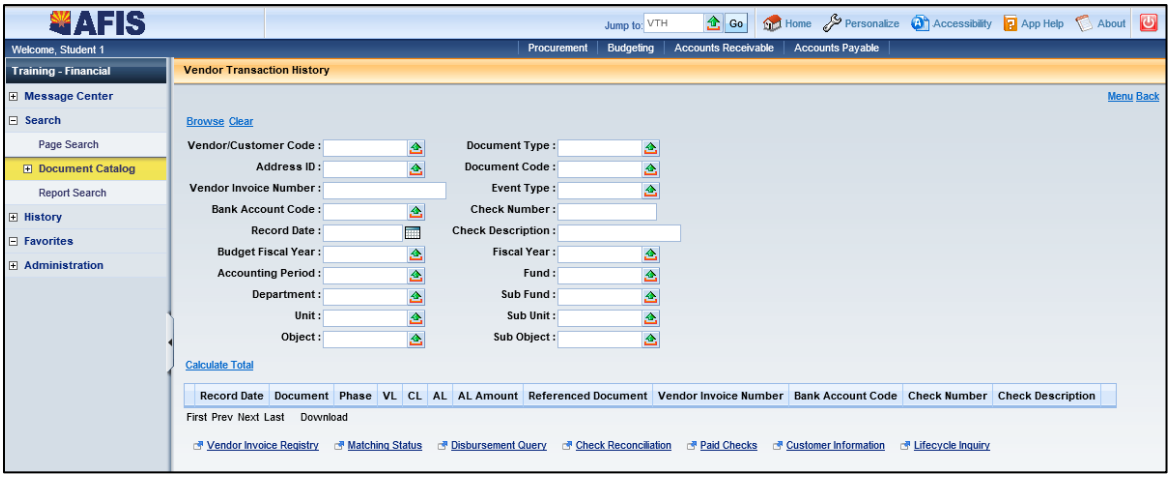
Setup

✓ User is logged into the AFIS Home Page.

Steps

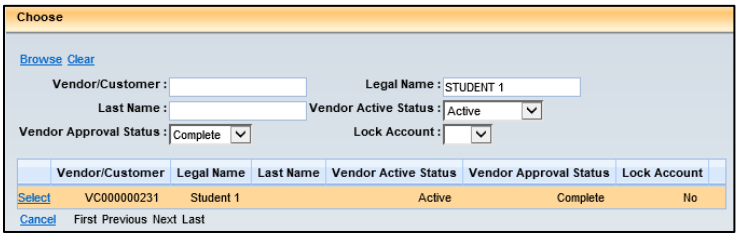
A. Navigate using the Jump to field.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***VTH***.
2. Click **Go**. The Vendor Transaction History query page opens.

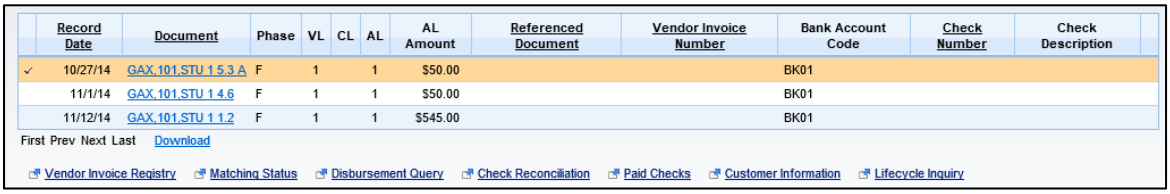


B. Search for documents related to a vendor.

1. In the **Vendor/Customer Code** field, click the **Pick List**.
2. In the Choose screen, in the **Legal Name** field, enter the data from ***your student data card***.
3. In the **Vendor Active Status** drop-down menu, select **Active**.
4. In the **Vendor Approval Status** drop down menu, select **Complete**.
5. Click **Browse**.



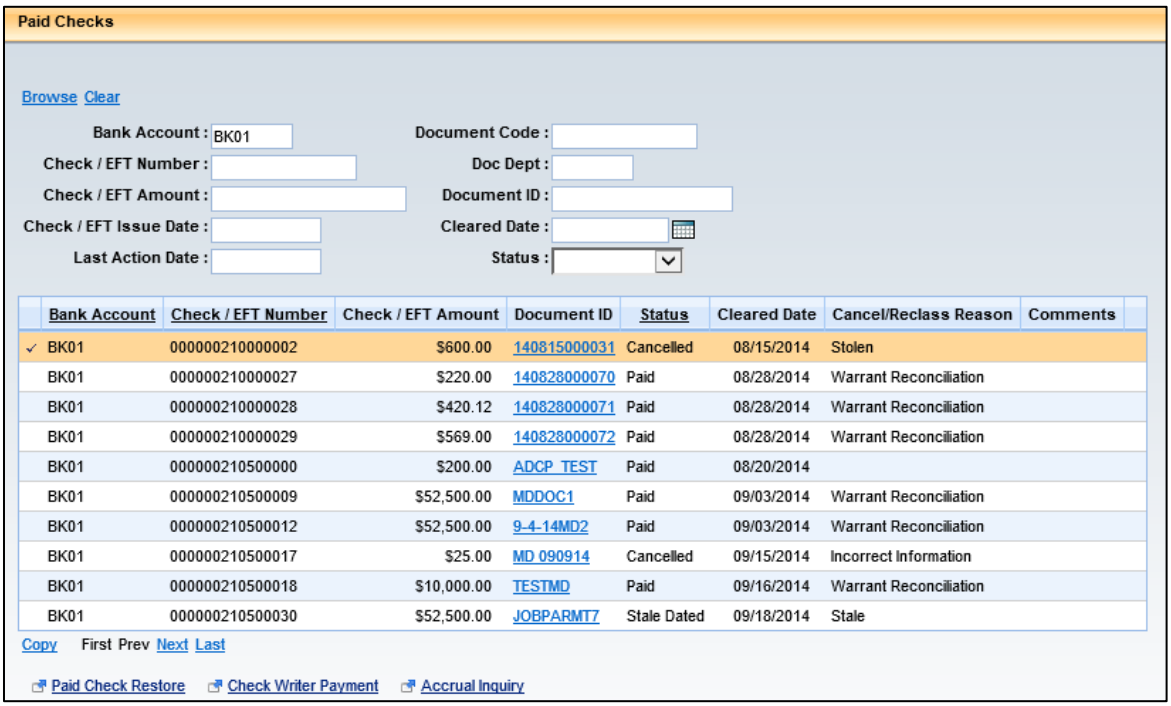
6. In the list of results below, click the **Select** link for the Vendor/Customer.
7. In the **Vendor Transaction History** page, click **Browse**.
8. Observe the list of documents that appears in the results below.



C. Explore the options available on the Vendor Transaction History page.

1. Click a **Document** in the grid to display that document on the screen.
2. Click **Close** to return to the Vendor Transaction History page.
3. Observe the navigation links below the grid for First, Prev, Next, and Last.
4. Observe the Download link that allows users to download documents to their local machine.
5. Observe the navigation links to other query pages at the bottom of the page.
6. Click the **Paid Checks** link. The Paid Checks (PDCHK) page opens.

7. Observe the warrants listed on the Paid Checks page.



8. Click **Back**.
9. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

This lesson reviewed the basic navigation tools and methods that will be used throughout this training guide. The Jump to feature can be used to go right to a certain page or table. The Page Search and Document Catalog can also be used to search for specific table or document within the system.

2. Overview of Payment Processing

Learning Objectives

In this lesson, you will:

- Review the Accounts Payable process
- Identify the Accounts Payable event types
- Review the use of Accounting Templates and Functions

Lesson Overview

The purpose of Accounts Payable (AP) is to record and disburse payment for purchases of goods or services. Accounts Payable is usually the last step in the purchasing chain of events and includes processing the following:

- Payments
- Disbursements
- Disbursement Reconciliation
- Warrant Cancellation

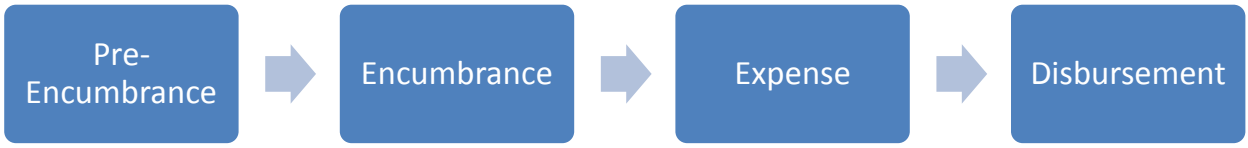
Payments made for the purchase of goods can be recorded using commodity-based documents that are entered in Procure AZ. Payments that do not need to record commodity information can be processed using non-commodity-based, otherwise known as Accounting-Based (ABS), documents. In this lesson, the procurement and payment processes are examined, the document event types are identified, and the use of accounting templates and functions for data entry simplification is reviewed.

2.1. Accounts Payable Flow Charts

The Accounts Payable process involves several applications that transmit information between them, including ProcureAZ and AFIS. There are several types of documents that can be used to record information at the various stages of the Accounts Payable process.

Applications

Documents



2.2. Accounts Payable Event Types

Event types are specified on the accounting line to signify which posting codes will be referenced, as well as to apply the rules for data entry for referenced transactions, customer codes, vendor codes, and all defined Chart of Accounts elements in the system.

All documents have allowable event types and a default event type defined. Users can change the event type using the Pick List. Selecting an invalid event type will result in an error message during validation.

Table 3 below lists the Accounts Payable documents along with the allowable event types and the event type description.

Table 3: Event Types by Document Code

Document Code	Document Description	Event Type	Description
RQPZ1	Requisition Commodity Based – ProcureAZ	PR02	External Vendor (Default)
PO	Purchase Order Commodity Based	PR05	External Vendor (Default)
POPZ1	Purchased Order Commodity Based – ProcureAZ	PR05	External Vendor (Default)
PRCPZ1	Payment Request – Procure AZ	AP01 APZ1 APZ2 APZ3 APZ4	Authorize Normal Payment Accrued Expense not set to reimbursement Internal Transfer for Use Tax Misc. items Freight
GAP	General Accounting Pre-Encumbrance	PR02	External Vendor (Default)
GAE	General Accounting Encumbrance	PR05	External Vendor (Default)
GAETRI	Purchase Order – Real Estate	PR05	External Vendor (Default)
GAERM	Purchase Order – Risk Management	PR05	External Vendor (Default)
GAX	General Accounting	AP02	Intercept Request Maintenance

Document Code	Document Description	Event Type	Description
	Expenditure – Non-Commodity Expense		
GAXTRI	Payment Request – Real Estate	AP01 APZ1	Authorized Normal Payment Accrued Expense not set to reimbursement
GAXCM	Payment Request – Credit Memo	AP01 APZ1	Authorized Normal Payment Accrued Expense not set to reimbursement
GAXB1	Payment Request – Balance Sheet	AP07 AP08 AP09 AP16 AP17 AP18	Authorize Prepayment Refund Authorize Unreserved Credit Balance Refund Authorize Reserved Credit Balance Refund Equity Payout Authorization Liability Payout Authorization Asset Payout Authorization
GAXR1	Payment Request-Revenue Refund	AP08	Revenue Refund—Authorize Unreserved Credit Balance Refund
		AP10	External Collected Revenue Refund

2.3. Accounting Templates and Function Inference

Accounting templates and function inference allow users to save frequently used accounting data for use in future documents. Accounting templates (used more frequently in P-Card Processing) use a soft inference to fill in values only for fields on the Fund Accounting and Detail Accounting tabs that are blank. Manually entered values will not be overwritten by an accounting template. By comparison, functions use a hard inference to fill in all values defined by the function regardless of any existing values contained in the fields. Manually entered values will be overwritten by those inferred by a function. Fields such as Object, will not be overwritten by the function if the field is not populated on the Function Inference (FUNCINF) table.

Accounting templates and function inference speed up the data entry process and help to reduce input errors when creating documents. The available accounting templates and function inferences are based on department. New accounting templates can be created by accessing the Accounting Template (ACTPL) reference table. Functions are stored in the Function (FUNC) reference table and the Function Inference table (FUNCINF).

Lesson Summary

In this lesson, you:

- Reviewed the Accounts Payable process
- Identified the Accounts Payable event types
- Reviewed the use of Accounting Templates and Functions

Check Your Progress

1. Accounts Payable is usually the last step in the purchasing chain of events?
    a. True
    b. False

2. Accounting Templates use:
    a. Soft Inference
    b. Hard Inference

3. Functions use:
    a. Soft Inference
    b. Hard Inference

3. Creating Accounts Payable Documents

Learning Objectives

In this lesson, you will:

- Create General Accounting Pre-Encumbrance documents
- Modify and cancel General Accounting Pre-Encumbrance documents
- Review the General Accounting Encumbrance document
- Identify the General Accounting Encumbrance document components
- Review the data entry requirements of a General Accounting Encumbrance document
- Create a General Accounting Encumbrance document
- Modify and cancel General Accounting Encumbrance documents
- Search for General Accounting Encumbrance documents using the Accounting Journal

Lesson Overview

When the purchase of services (non-commodity-based expenditures) needs to be processed in AFIS, one of the first steps is to create a pre-encumbrance document to record the use of funds. This process allows departments to manage and track spending.

3.1. Create a Pre-Encumbrance Document

If a purchase is not under contract so ProcureAZ doesn't need to be used, a General Accounting Pre-encumbrance document can be used to record accounting. A General Accounting Pre-Encumbrance (GAP) document has all of the options and other information needed to create internal or external pre-encumbrances.

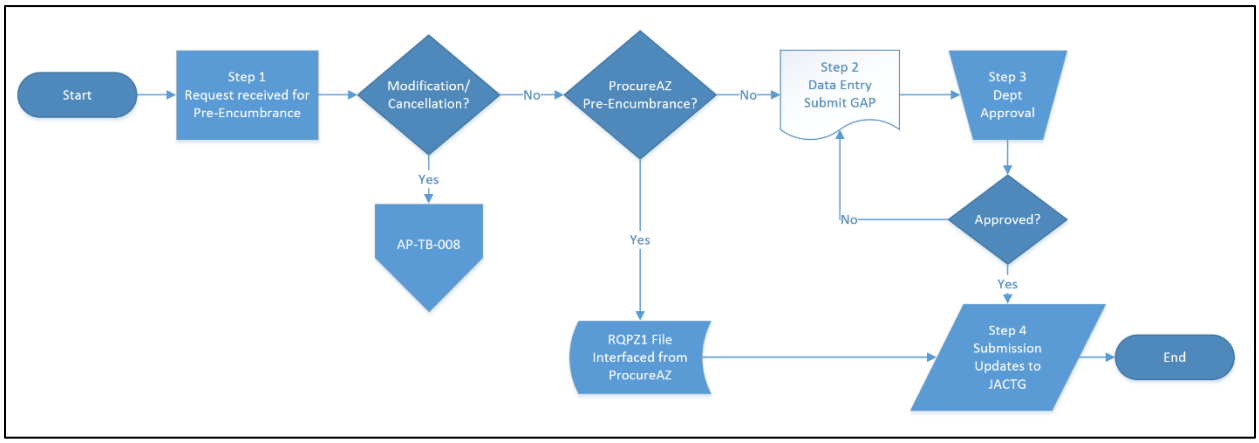
State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-007 and represented by Figure 1 below.

1. The requesting department determines if the Pre-encumbrance exists on the Accounting Journal (JACTG) table. If the Pre-encumbrance does not exist, the process continues to step 2. If the Pre-encumbrance exists, the request is evaluated to determine if a Pre-encumbrance modification is required. If the Pre-encumbrance is a ProcureAZ transaction then there will be an external Requisition document (RQPZ1) interfaced to AFIS. If the Pre-encumbrance is created in AFIS, it will be a GAP document.

2. The requesting department is responsible for the drafting of the General Accounting Pre-Encumbrance (GAP) transaction in AFIS or a ProcureAZ Requisition document. The accounting and dollar amount details are entered; vendor information can be left blank. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the GAP or requisition entered in ProcureAZ documents are submitted and routed for approval.
3. The GAP or ProcureAZ Requisition documents are reviewed by an authorized department level approver. If the approver determines that the GAP or ProcureAZ Requisition documents have missing or incorrect data, then the document is rejected and returned for corrections in step 2. If the approver determines that the GAP or ProcureAZ requisition document data are correct, then the document is approved and proceeds to the next step.
4. The AFIS GAP documents or the ProcureAZ Requisition will interface in AFIS as a RQPZ1 documents final submission updates the Accounting Journal (JACTG) table and associated tables with AFIS.

Figure 1: Create a Pre-Encumbrance Document Workflow (AP-TB-007)



3.2. Modify or Cancel a Pre-Encumbrance

When a Pre-encumbrance document needs to be modified, users can locate the document and determine the document code (GAP or RQPZ1).

- If the document is a GAP, click Edit which creates a modification version.
- If this is a pre-encumbrance originating from ProcureAZ (RQPZ1) it must be changed in ProcureAZ, not AFIS.

When a Pre-encumbrance document needs to be cancelled, users can locate the document and determine the document code (GAP).

- If the document is a GAP, click Discard which creates a cancellation version.

- If this is a pre-encumbrance originating from ProcureAZ (RQPZ1) it must be cancelled in ProcureAZ, not AFIS.

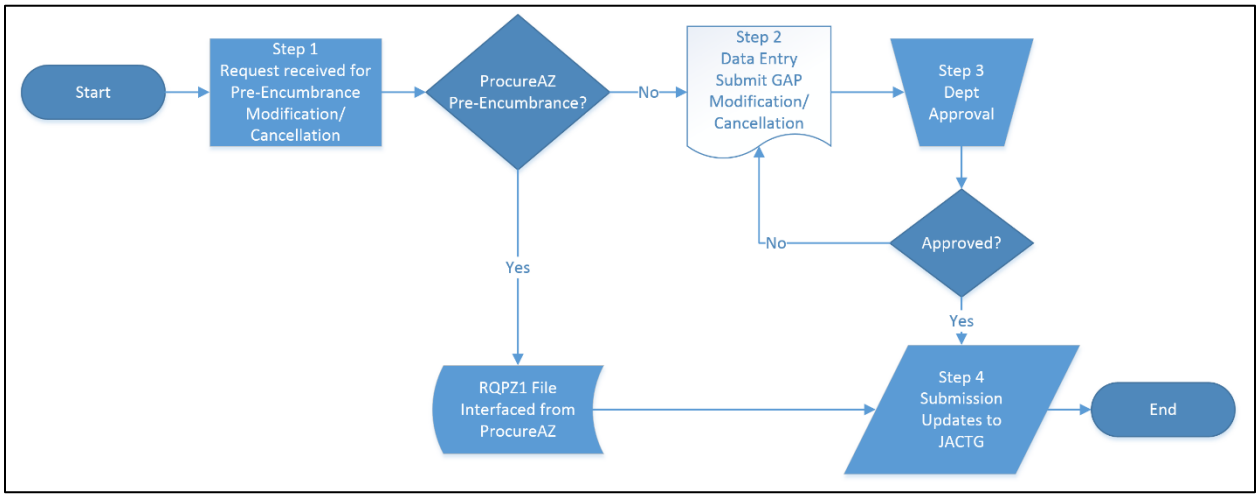
Both modification and cancellation versions must be submitted to workflow for approval in order to update the Accounting Journal (JACTG). The approval paths for ProcureAZ related documents are only in ProcureAZ. There are no approval paths in AFIS for RQPZ1 documents.

State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-008 and represented by Figure 2 below.

1. The department receives a request for a pre-encumbrance modification/cancellation. If the modified pre-encumbrance is a ProcureAZ transaction then there will be a near real-time interface to AFIS as a RQPZ1 document. If the pre-encumbrance is an AFIS transaction, it is created in AFIS as a General Accounting Pre-Encumbrance (GAP) document.
2. The requesting department is responsible for drafting the General Accounting Pre-Encumbrance (GAP) modification/cancellation transaction in AFIS. For a modification, the user accesses the GAP and performs an “Edit” action. A Modification version of the GAP is created. For a cancellation, the “Discard” action is performed on the existing GAP document. A Cancellation version is created. Upon completion of the data entry, the GAP modification/cancellation document is submitted and routed to workflow for approval.
3. The GAP modification/cancellation document is reviewed by an authorized department level approver. If the approver determines that the GAP modification/cancellation has missing or incorrect data, then the GAP modification/cancellation document is rejected and returned for corrections in step 2. If the approver determines that the GAP modification/cancellation data are correct, then the GAP modification/cancellation is approved and proceeds to the next step.
4. The GAP modification/cancellation document final submission from the department (or interfaced from ProcureAZ) updates the Accounting Journal (JACTG) table and associated tables within AFIS.

Figure 2: Modify/Cancel a Pre-Encumbrance Workflow (AP-TB-008)



3.3. General Accounting Encumbrance Document

A General Accounting Encumbrance (GAE) document is used to encumber funds for non-commodity-based expenditures, such as utilities or travel. Occasionally these documents may be created directly in AFIS using the Document Catalog or by copying forward from a General Accounting Pre-Encumbrance (GAP) document.

Most encumbrance documents are created from within ProcureAZ and interfaced to AFIS as a Purchase Order (POPZ1) document, instead of a GAE document.

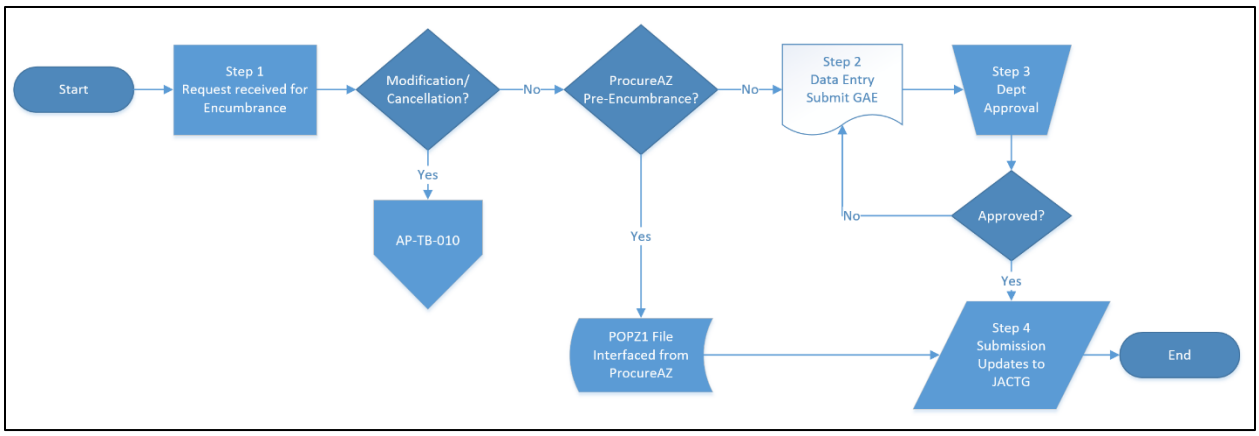
State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-009 and represented by Figure 3 below.

1. The requesting department determines of the encumbrance exists in the Accounting Journal (JACTG) table. If the encumbrance does not exist, the process continues to step 2. If the encumbrance exists, the request is evaluated to determine if an encumbrance modification/cancellation is required. If modification/cancellation is required see the topic on modification/cancellation of a GAE also referenced in To Be ID AP-TB-010, otherwise proceed to step 2. If the encumbrance is a ProcureAZ transaction then there will be a near real time external file interfaced to AFIS.
2. The requesting department is responsible for drafting the General Accounting Encumbrance (GAE) transaction in the system. The vendor, accounting, dollar amount, and details are entered. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the GAE document is submitted and routed for approval.

3. The GAE is reviewed by an authorized department level approver. If the approver determines that the GAE document has missing or incorrect data, then the GAE document is rejected and returned for corrections in step 2. If the approver determines that the GAE document data is correct, then the GAE document is approved and proceeds to the next step.
4. The GAE document final submission from the department (or interfaced from ProcureAZ) updates the Accounting Journal (JACTG) table and associated tables within AFIS. The GAE also liquidates the pre-encumbrance if one is being referenced.

Figure 3: Create a General Accounting Encumbrance Workflow (AP-TB-009)



There are two event types used on the General Accounting Encumbrance:

- PR02 - Request from External Vendor
- PR05 – Order from External Vendor (default)

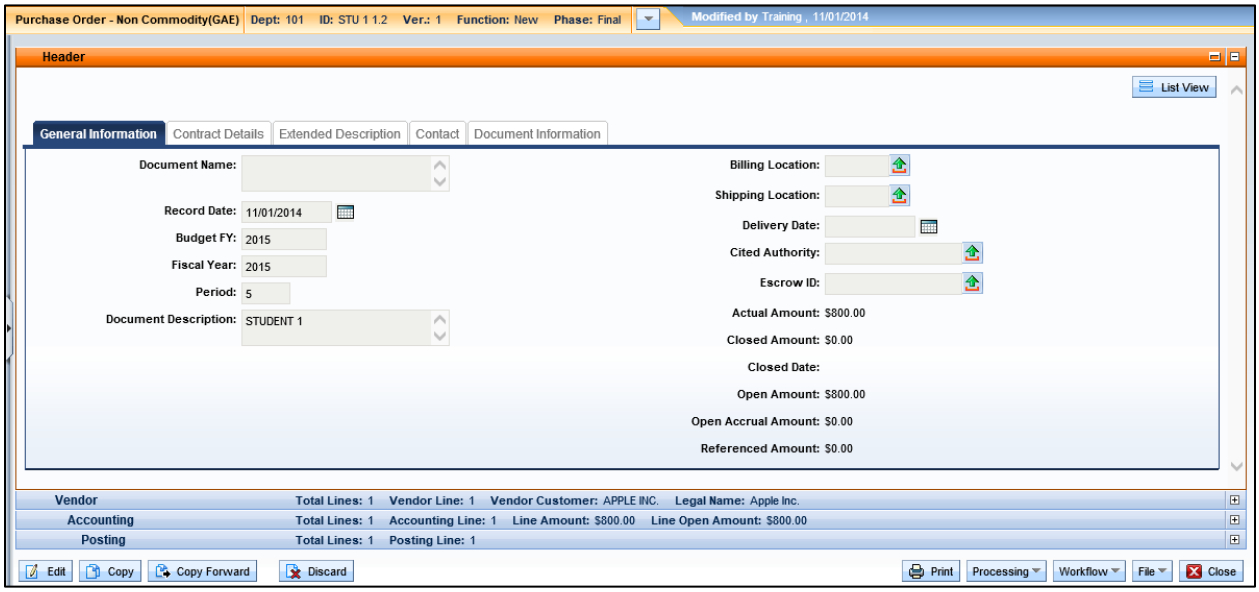
Once the GAE document has been processed, it can be used to copy forward to a General Accounting Expense (GAX) document for disbursement.

3.4. General Accounting Encumbrance Document Components

A General Accounting Encumbrance (GAE) document has four components, also referred to as sections, which contain the all of the information necessary to process the transaction.

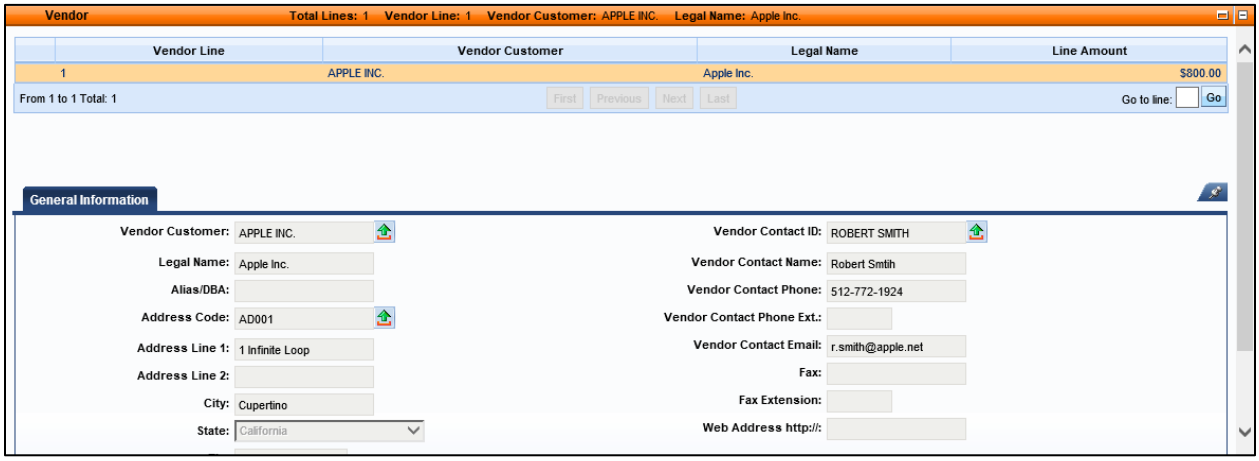
Header

The Header component is used to record information that pertains to the rest of the document, such as a name and description.



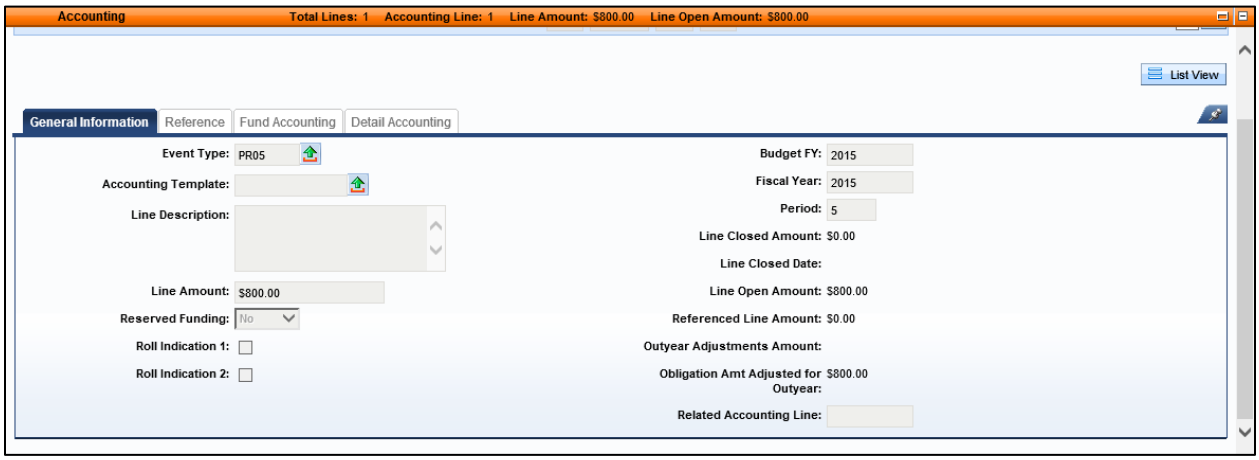
Vendor

The Vendor component is used to record information on the vendor. A vendor is always required on a GAE.



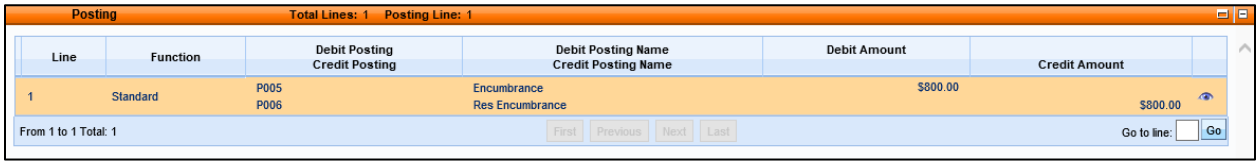
Accounting

The Accounting component is used to record the event type and the amount of the encumbrance along with the Chart of Accounts elements for the accounting transaction. An encumbrance may contain more than one Accounting line in the Accounting component.



Posting

The Posting component displays the updates that the encumbrance document will make, based on the information entered into the Accounting component. There is no data entry performed in the Posting component of an encumbrance document.



3.5. General Accounting Encumbrance Document Data Entry

The data entry requirements for a General Accounting Encumbrance (GAE) document are minimal.

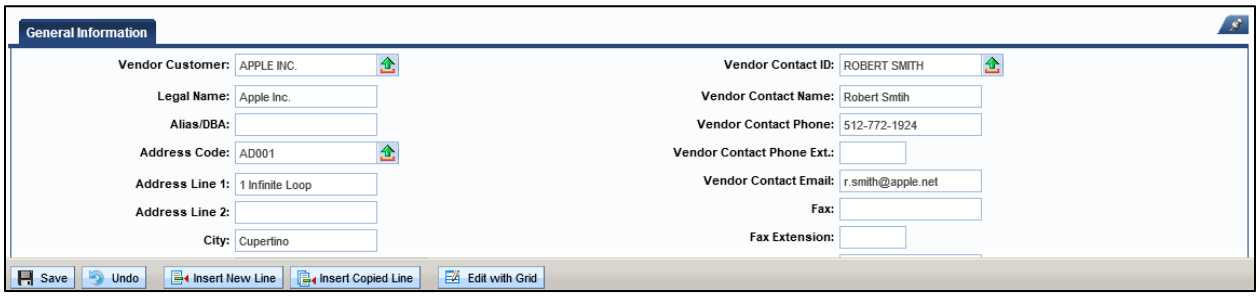
Header

In the Header component, on the General Information tab, the Document Description field is required, and is used to give a brief description of the purpose of the document.

The other fields in the Header component are not required but can be entered if they should not use the default date information.

Vendor

Click Insert New Line on the Vendor component and use the picklist to locate the vendor.

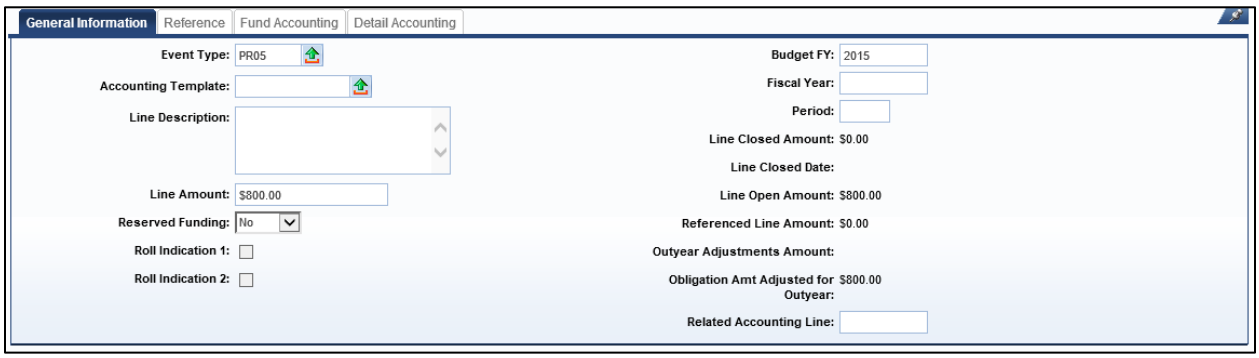


Accounting

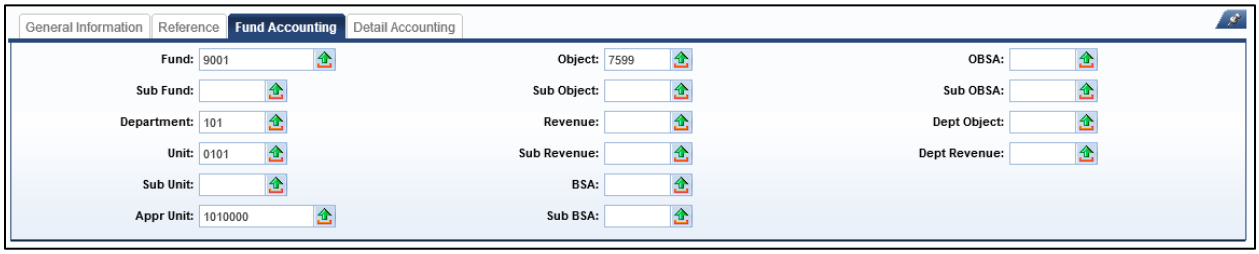
In the Accounting component, on the General Information tab, the only required field that does not default is the Line Amount field which is used to record the amount of the encumbrance line. The event type, Budget FY and Fiscal Year will default.

The Fund Accounting tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object. Most of the fields, with the exception of the Department and Object will be inferred from the Function entered on the detail accounting tab.

If using an Accounting Template to fill in the COA fields, it can be entered or selected using the Pick List on the General Information tab.



If using a Function code to fill in the COA fields, it can be entered or selected using the Pick List on the Detail Accounting tab.



A General Accounting Encumbrance may contain multiple Accounting lines, and each line must have a Line Amount and COA elements defined.

Posting

There are no data entry fields in the Posting component of an encumbrance document.

3.6. Creating a General Accounting Encumbrance Document

General Account Encumbrance (GAE) documents can be created by navigating to the Document Catalog and using the Create link.

ACTIVITY 3.6

Create a General Accounting Encumbrance Document

Scenario

You have received a request to encumber funds for your department's utility invoice. You will create a General Accounting Encumbrance (GAE) document using the Document Catalog in AFIS.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

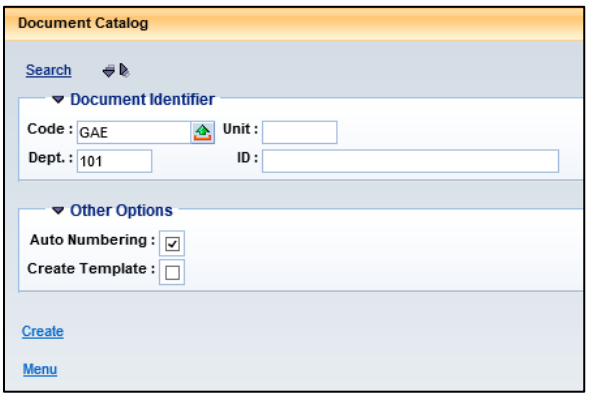
A. Navigate to the Document Catalog.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.

B. Create the new General Accounting Encumbrance document.

1. In the Document Catalog, click **Create**.
2. In the **Code** field, enter ***GAE***.
3. In the **Dept**. field, enter the data from ***your student data card***.
4. Check the **Auto Numbering** check box.

5. Click **Create**.



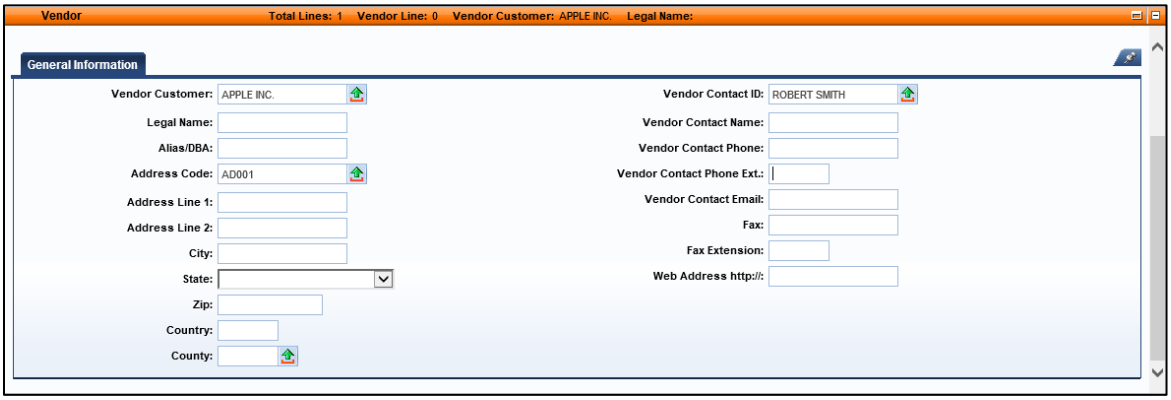
6. Write down the ID number: _____

C. Complete the Header component of the document.

1. In the **Document Description** field, enter ***Utility Invoice***.
2. Click on the **Vendor** component.

D. Create a line in the Vendor component.

1. Click **Insert New Line**.
2. In the **Vendor Customer** field, select the Pick List.
3. In the **Legal Name** field, enter ***Apple****.
4. Click **Browse.**
5. Select ***APPLE INC. (the period is a part of the name).***
6. In the **Address Code** field, enter ***AD001***.
7. Select the Pick List for **Vendor Contact ID.**
8. Select **Robert Smith.**

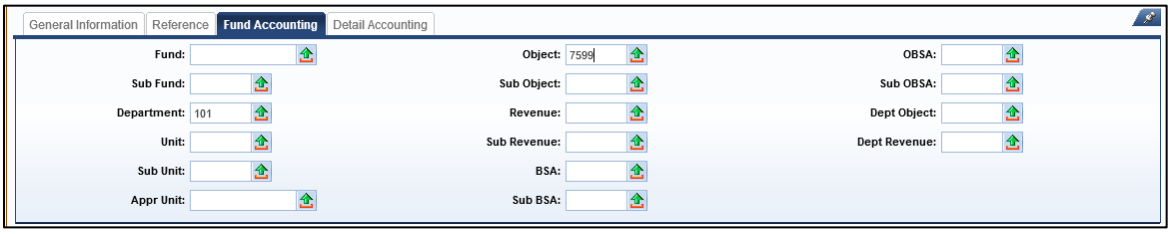


9. Click **Save** to view the inferences.

10. Select the **Accounting** component.

E. Complete the Accounting component of the document.

1. Click **Insert New Line**.
2. On the General Information tab, in the **Line Amount** field, enter ***50.00***.
3. Click the **Fund Accounting** tab.
4. In the **Department** field, enter the data from ***your student data card***.
5. In the **Object** field, enter ***7599***.



6. Click the **Detail Accounting** tab.
7. In the **Function** field, enter the data from ***your student data card***.
8. Click **Save** to view the inferences.

F. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully**."
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
3. Click **Close**.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

3.7. Modify/Cancel an Encumbrance

When an encumbrance document requires modification or cancellation due to errors in the data entry process, users can perform these actions from within the document itself. Once the user has located and opened the document using the Document Catalog, the Edit action will create a Modification version and the Discard action will create a Cancellation version. These new versions must be submitted and approved by the department approver in order to update the Accounting Journal (JACTG) and other associated tables in AFIS.

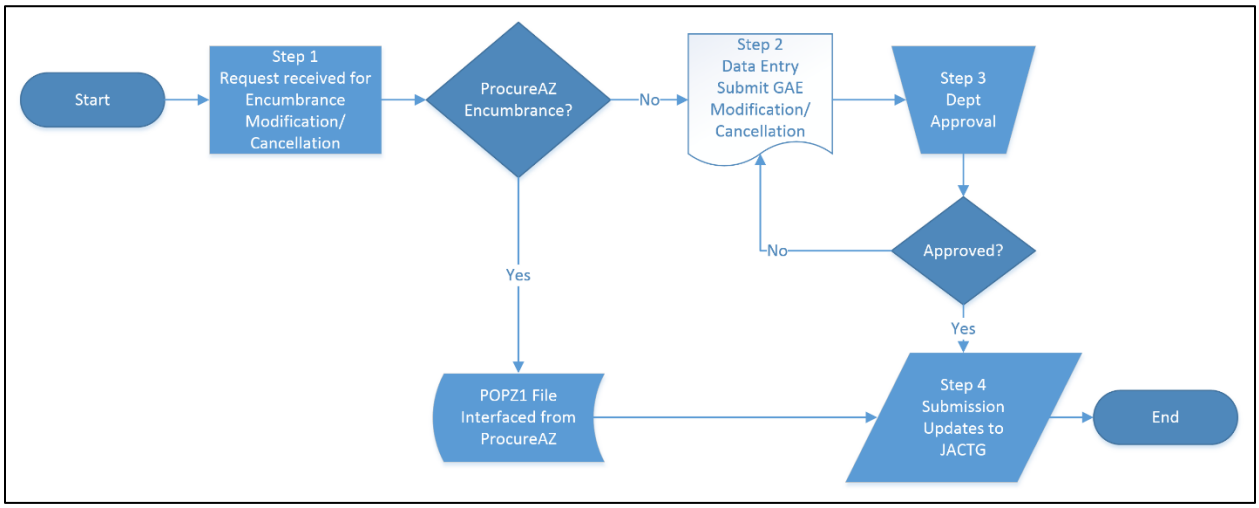
If the original encumbrance was interfaced from ProcureAZ, any modification/cancellation must be initiated and interfaced from ProcureAZ.

State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-010 and represented by Figure 4 below.

1. The department receives a request for an encumbrance modification/cancellation. If the modified encumbrance is a ProcureAZ transaction then there will be an external file interfaced near real time to AFIS as a POPZ1 document.
2. The requesting department is responsible for the drafting of the General Accounting Encumbrance (GAE) modification/cancellation transaction in AFIS. For a modification, the user accesses the existing GAE and performs an "Edit" action. A Modification version of the GAE is created. For a cancellation, the "Discard" action is performed on the existing GAE document. A Cancellation version of the GAE is created. Upon completion of the data entry, the GAE modification/cancellation document is submitted and routed for department approval.
3. The GAE modification/cancellation document is reviewed by an authorized department level approver. If the approver determines that the GAE modification/cancellation document has missing or incorrect data, then the GAE modification/cancellation document is rejected and returned for corrections in step 2. If the approver determines that the data is correct, then the GAE modification/cancellation document is approved and proceeds to the next step.
4. The GAE modification/cancellation document final submission from the department (or interfaced from ProcureAZ) updates the Accounting Journal (JACTG) table and associated tables within AFIS. The GAE modification/cancellation also backs out the pre-encumbrance if one is being referenced.

Figure 4: Modify/Cancel a General Accounting Encumbrance Workflow (AP-TB-010)



ACTIVITY 3.7

Modify an Encumbrance Document

Scenario

You have received a request to correct a mistake on a General Accounting Encumbrance (GAE) document. The wrong accounting information was entered on the document. You will create a GAE modification document and submit it for approval.

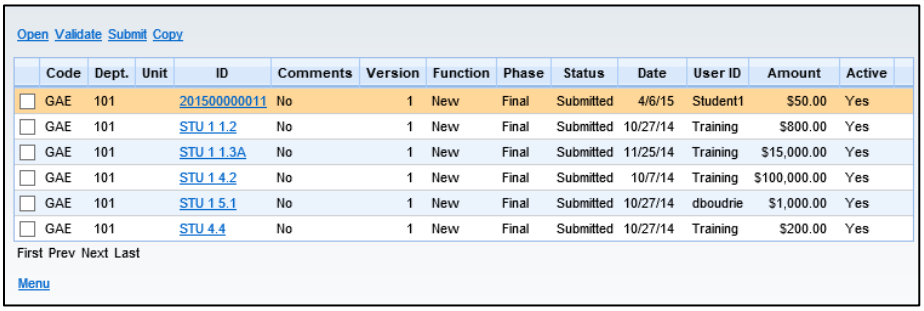
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Navigate to the document using the Document Catalog.

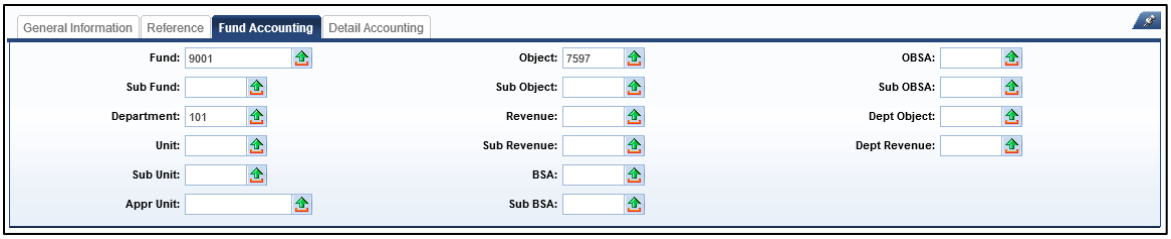
1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAE***.
4. In the **Dept.** field, enter the data from ***your student data card***.
5. Click **Browse**.



6. Click the **ID** link in the grid to search for the document you just created in the prior activity.

B. Create and edit a modification version.

1. In the bottom left corner of the document, click **Edit**.
2. In the new document screen, click on the **Accounting** component.
3. Click on the **Fund Accounting** tab.
4. In the **Object** field, enter ***7597***.



C. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
3. Click **Close** to return to the Document Catalog.
4. Click the **Home** icon in the Primary Navigation Panel to return to the Home Page.

3.8. Researching Encumbrance Documents

General Accounting Encumbrance (GAE) documents can be found by searching the Accounting Journal (JACTG). By entering the appropriate search criteria, such as Department, Unit, or Doc ID, results can be narrowed down significantly.

Accounting Journal (JACTG) Table

There are several ways to access the Accounting Journal. Users can navigate to it using the Jump to field, by entering JACTG, or using Page Search and entering JACTG into the Page Code field.

ACTIVITY 3.8

Search for a General Accounting Encumbrance in the Accounting Journal

Scenario

You need to verify the creation of a General Accounting Encumbrance (GAE) document so you will search the Accounting Journal (JACTG).

Setup

✓ User is logged into the AFIS Home Page.

Steps

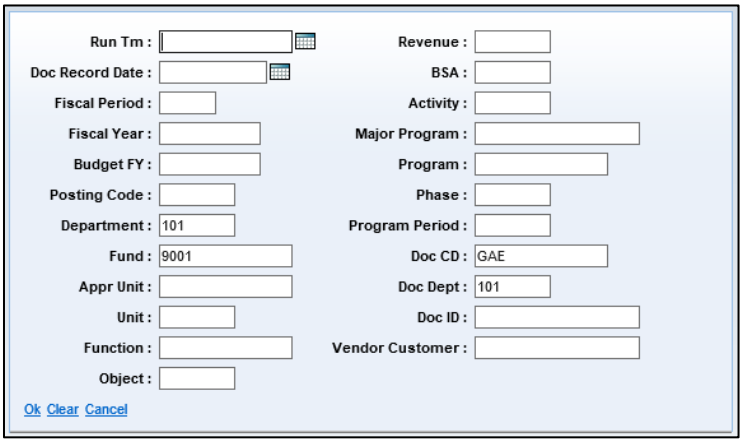
A. Navigate to the Accounting Journal.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***JACTG***.

2. Click **Go**. The Accounting Journal and Search window open.

B. Use the Search window to find a document.

1. In the Search window.
2. In the **Department** field, enter the data from ***your student data card***.
3. In the **Fund** field, enter the data from ***your student data card***.
4. In the **Doc CD** field, enter ***GAE***.
5. In the **Doc Dept** field, enter the data from ***your student data card.***
6. In the **Doc ID** field, enter ***the document you just entered in the prior activity***.

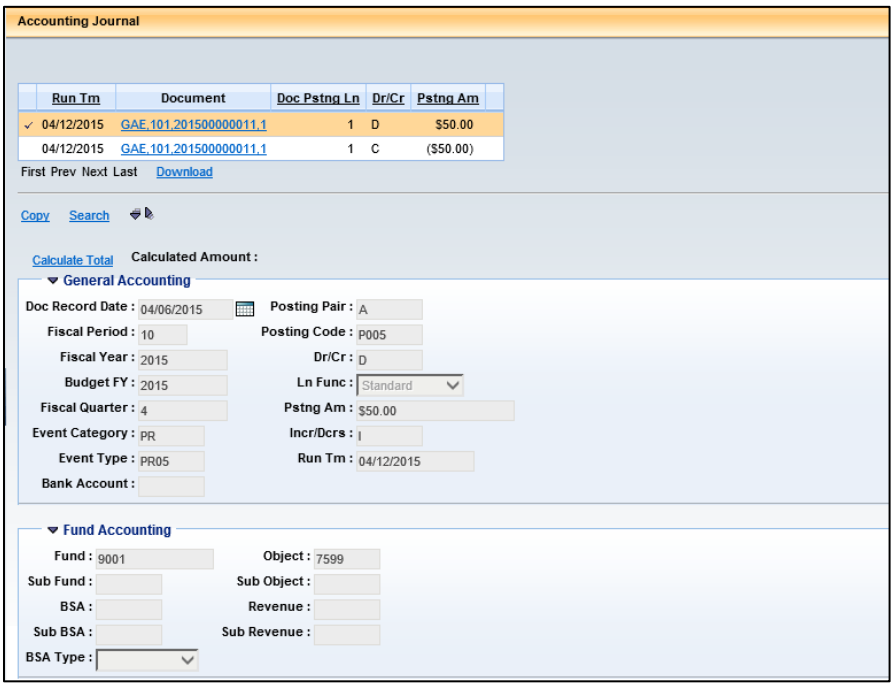


7. Click **Ok**.

C. Examine the document information in the Accounting Journal.

1. If necessary, click the line in the grid for the GAE document.
2. Observe the document information in the scalar section of the page.

3. Click **Fund Accounting** to expand the section.



4. Click **Fund Accounting** again to collapse the section.
5. Observe the other sections of information for the selected document.
6. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Created General Accounting Pre-Encumbrance documents
- Modified and cancelled General Accounting Pre-Encumbrance documents
- Reviewed the General Accounting Encumbrance document
- Identified the General Accounting Encumbrance document components
- Reviewed the data entry requirements of a General Accounting Encumbrance document
- Created a General Accounting Encumbrance document
- Modified and cancelled General Accounting Encumbrance documents
- Searched for General Accounting Encumbrance documents using the Accounting Journal

Check Your Progress

1. A General Accounting Pre-Encumbrance (GAP) document can be used when recording commodity information.
    a. True
    b. False

2. The Posting component on a document requires data entry before validation.
    a. True
    b. False

3. What query page can be used to research Encumbrances?
    a. JACTG
    b. VCUST
    c. Both a and b

4. Recording a Payment Request

Learning Objectives

In this lesson, you will:

- Review the General Accounting Expense document
- Identify the General Accounting Expense document components
- Review the data entry requirements of a General Accounting Expense document
- Create a General Accounting Expense document
- Create a General Accounting Expense document for a split expense
- Modify and cancel a General Accounting Expense document
- Search for General Accounting Expense documents in the Disbursement Request table

Lesson Overview

A payment is established in AFIS for goods received and/or services rendered which liquidates the encumbrance in the process if an encumbrance is referenced on the expense document. AFIS handles commodity-based and non-commodity-based payment documents. Non-commodity-based payments are processed using a General Accounting Expense (GAX) based document, while commodity-based payments are derived from ProcureAZ and interfaced into AFIS using Procurement Request (PRCPZ1) based documents.

4.1. Non-Commodity Based Payments

A non-commodity-based payment request is also referred to as an Accounting-Based (ABS) document. In AFIS, a non-commodity-based payment is processed using a General Accounting Expense (GAX) document that can be created by copying forward from a General Accounting Encumbrance (GAE) document. The submission and approval of a GAX document can fully or partially liquidate the GAE document depending on the reference type and amount entered, providing there is a GAE referenced. Submission and approval will update the Disbursement Request (DISRQ) table.

State Process Overview

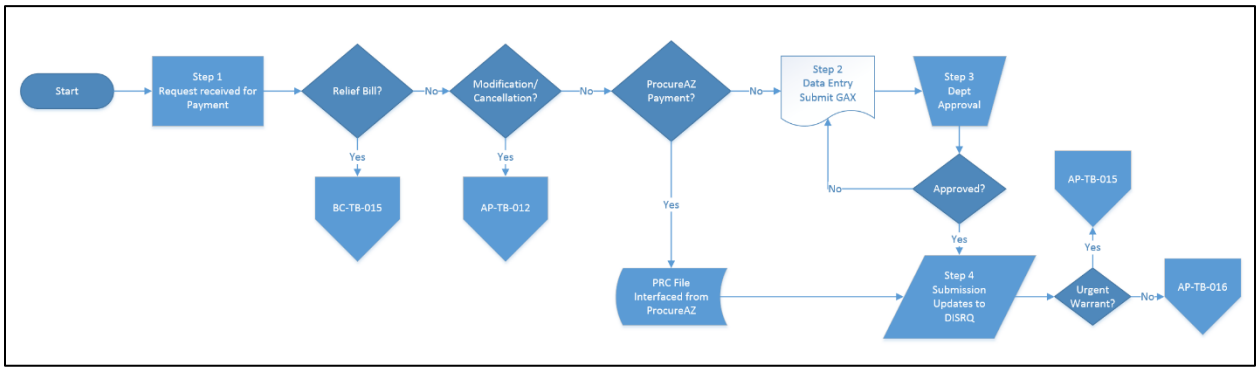
The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-011 and represented by Figure 5 below.

1. The requesting department determines if the payment exists on the Disbursement Request (DISRQ) table. If the payment exists, the request is evaluated to determine if a Payment modification is required. If the payment does not exist, the process continues to step 2.

2. The requesting department is responsible for the drafting of the General Accounting Expense (GAX) document. The Vendor code, accounting, and dollar amount are entered onto the GAX document. If the payment should not be consolidated with the other payments to the same vendor, the "Single Payment" flag should be checked at this time. Also, if the payment should be made to a Third Party Vendor, the "Pay Third Party" flag should be selected and a third party vendor will be entered on the payee tab of the header section. Any supporting documentation may be attached to the document at this time. Upon completion of the data entry, the GAX document is submitted and routed for department approval.
3. The GAX document is reviewed by an authorized department level approver. If the approver determines that the GAX document has missing or incorrect data, then the GAX document is rejected and returned for corrections in step 2. If the approver determines that the GAX document data is correct, then the GAX document is approved and proceeds to the next step.
4. The GAX document final submission from the department (or interfaced from ProcureAZ) updates the Disbursement Request (DISRQ) table, Accounting Journal (JACTG), and associated tables within AFIS. The GAX also liquidates the encumbrance if one is being referenced.

Following submission of the General Accounting Expense (GAX) document, if the warrant is urgent, then a manual disbursement should be created as referenced in AP-TB-015. Otherwise, an automated disbursement is processed as referenced in AP-TB-016.

Figure 5: Create Non-Commodity Based Payment Workflow (AP-TB-011)

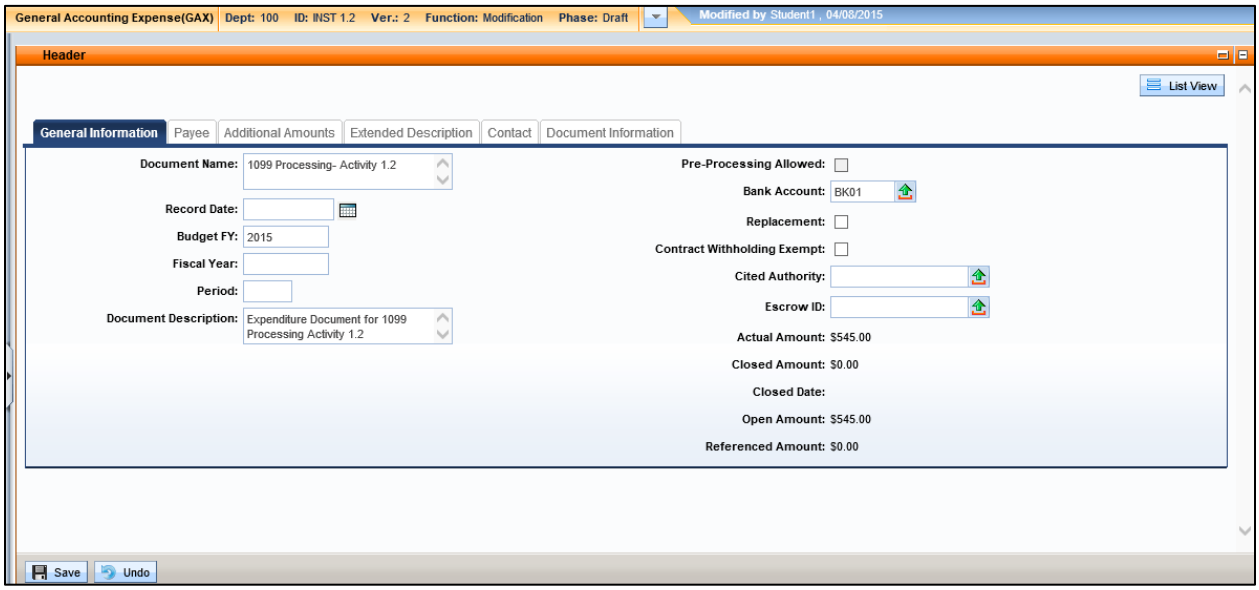


4.2. Non-Commodity Based Payment Document Components

A General Accounting Expense (GAX) based document has four components, also referred to as sections, which contain the all of the information necessary to process the transaction. These sections are the same as the General Accounting Encumbrance (GAE) document because most GAX documents are created by using the Copy Forward feature from a GAE document, which reduces the data entry requirements significantly.

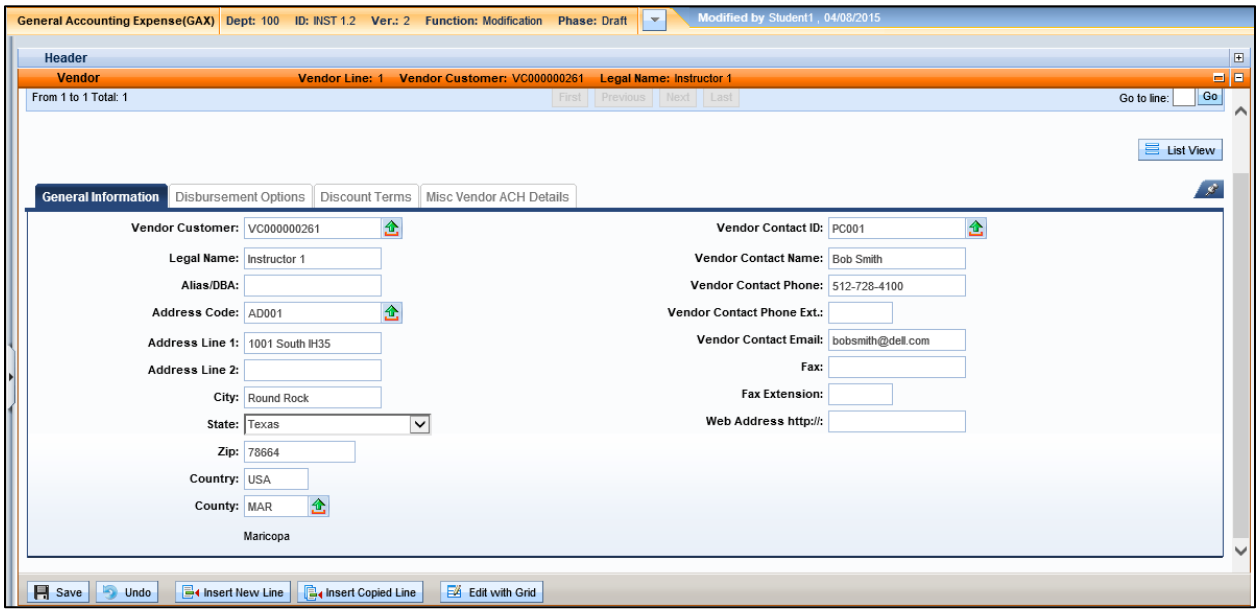
Header

The Header component is used to record information that pertains to the rest of the document, such as a name and description. The Payee tab is used when designating a Third Party Payment.



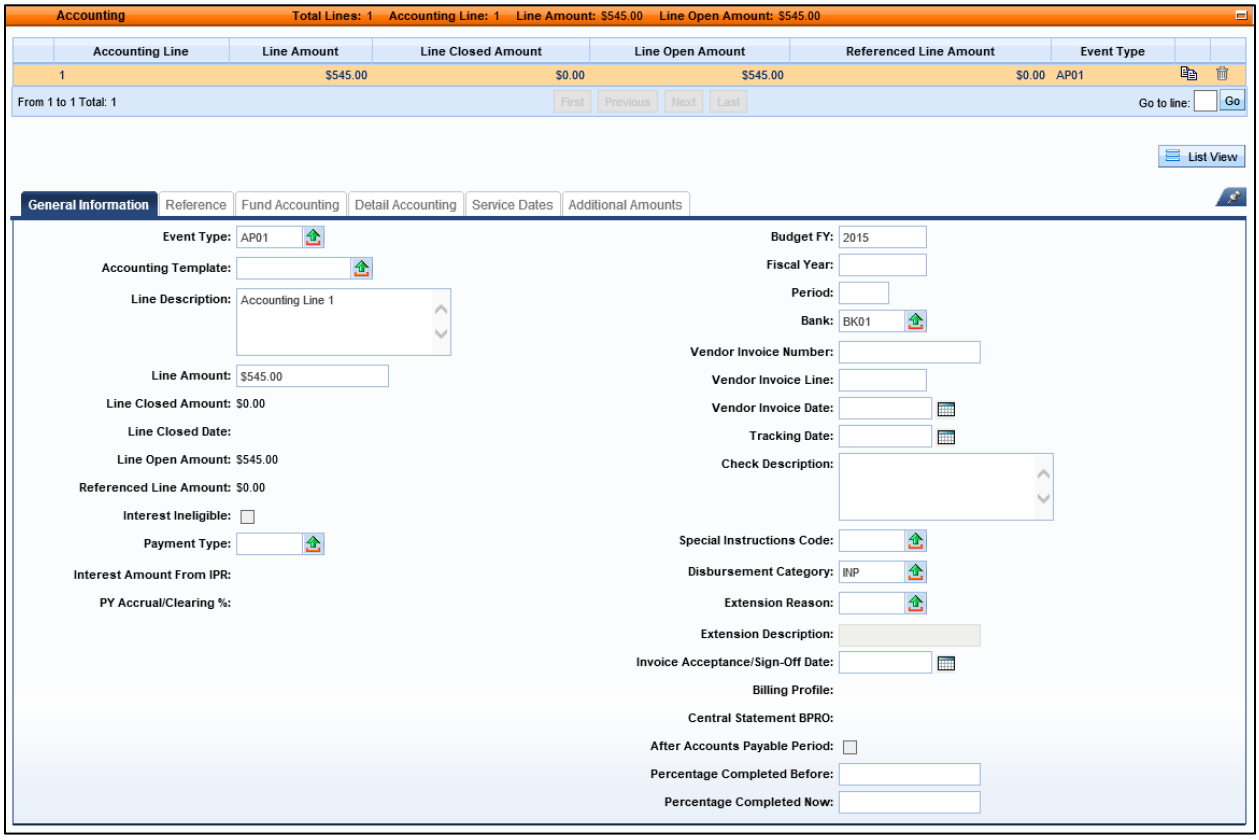
Vendor

The Vendor component is used to record information on the vendor and payment for an expense transaction. When selecting an existing Vendor code, the Legal Name field, and Address information will auto populate based on the information in the Vendor Customer (VCUST) table, and the vendor's default Payment address. If there is not a default payment address, the picklist next to the Address Code can be used to find the proper payment address code. This could also be a Miscellaneous Vendor that has been set up for use, which requires that the user enter the necessary contact and address information for the vendor. A GAX requires a vendor to be entered.



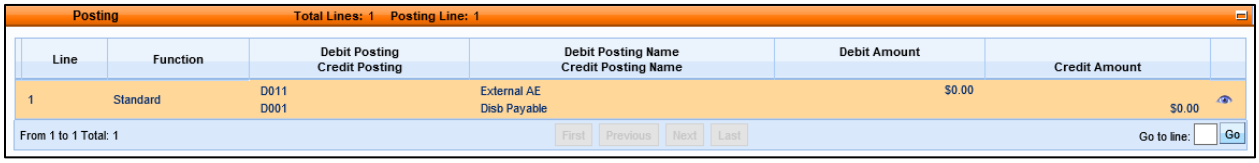
Accounting

The Accounting component is used to record the event type and the amount of the expense along with the Chart of Accounts (COA) elements for the accounting transaction. An expense document may contain more than one Accounting line in the Accounting component, which would split the impact of the expense across multiple COA entries. The Accounting component also allows users to enter an Accounting Template or Function in order to infer the necessary COA information. When using the Copy Forward feature from an encumbrance document, the COA information will auto populate with the information from the encumbrance.



Posting

The Posting component displays the updates that the expense document will make, based on the information entered into the Accounting component. There is no data entry performed in the Posting component of an expense document.



4.3. Non-Commodity Based Payment Document Data Entry

When using Copy Forward from a General Accounting Encumbrance (GAE) document, the data entry requirements will be minimal. It is also possible to create a General Accounting Expense (GAX) based document without referencing an encumbrance.

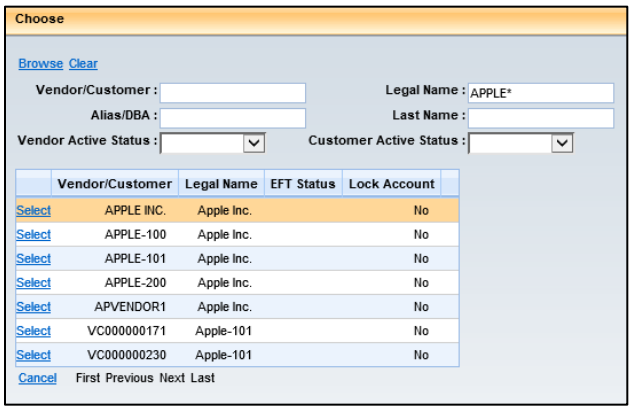
Header

In the Header component, on the General Information tab, the Document Description field is required, and is used to give a brief description of the purpose of the document.

The other required fields in the Header component will default but can be entered if they should not use the default date information. The other tabs in the Header component are not used in this scenario.

Vendor

Since the expense document is recording a payment to a vendor, the Vendor Customer code must be entered or selected using the Pick List.

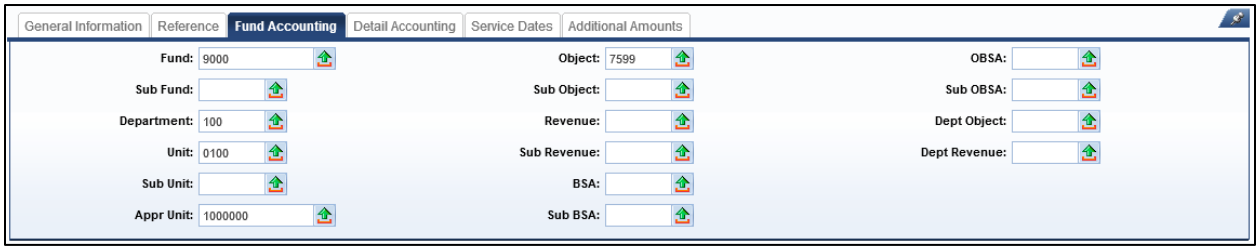


The rest of the information for the selected Vendor code will populate in this component.

Accounting

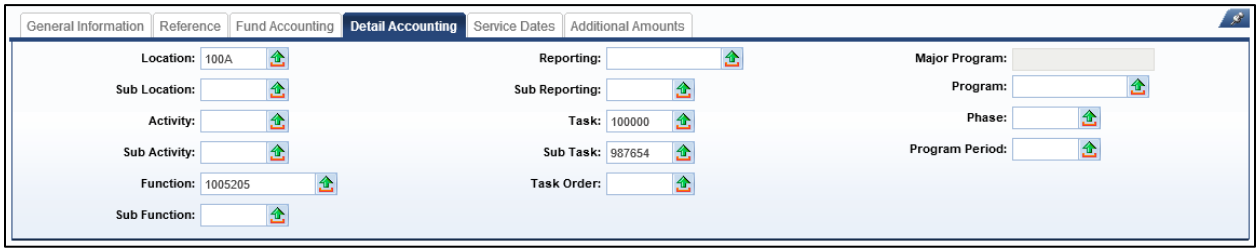
In the Accounting component, on the General Information tab, the only required field that doesn't default is the Line Amount field which is used to record the amount of the expense. When using Copy Forward, this component will be auto populated with the information from the encumbrance document, but the line amount can be changed to a lesser amount than what was on the encumbrance. If not using Copy Forward, the information will either need to be entered manually, or by using an Accounting Template or Function.

The Fund Accounting tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object.



If using an Accounting Template to fill in the COA fields, it can be entered or selected using the Pick List on the General Information tab.

If using a Function code to fill in the COA fields, it can be entered or selected using the Pick List on the Detail Accounting tab.



A General Accounting Expense document may contain multiple Accounting lines, and each line must have a Line Amount and COA elements defined.

Posting

There are no data entry fields in the Posting component of an expense document.

4.4. Creating a Non-Commodity Based Payment Document

A General Accounting Expense (GAX) based document can be created by navigating to the Document Catalog and either using the Create link to create a blank document or by selecting an encumbrance document and using the Copy Forward feature. In this scenario, users will Copy Forward to create an expense document from an encumbrance.

ACTIVITY 4.4

Create a General Accounting Expense Document

Scenario

You have received a request to process a payment to a vendor for services rendered to your department. You will search for the General Accounting Encumbrance (GAE) document and copy forward to create a General Accounting Expense (GAX) document.

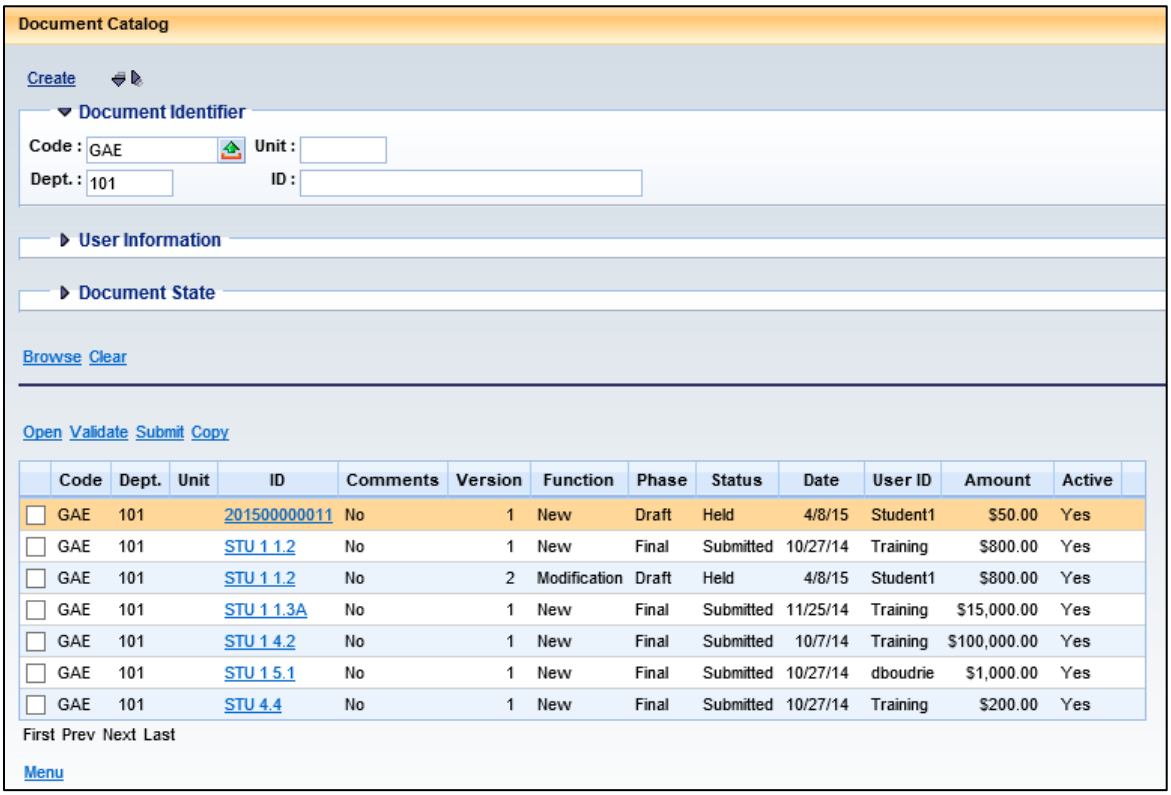
Setup

✓ User is logged into the AFIS Home Page.

Steps

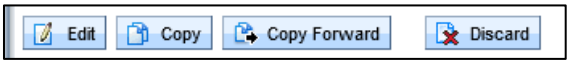
A. Navigate to the General Accounting Encumbrance document.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAE***.
4. In the **Dept** field, enter the data from ***your student data card***.
5. Click **Browse**.
6. In the search results, click the **ID** that is on the data from ***your student data card***.

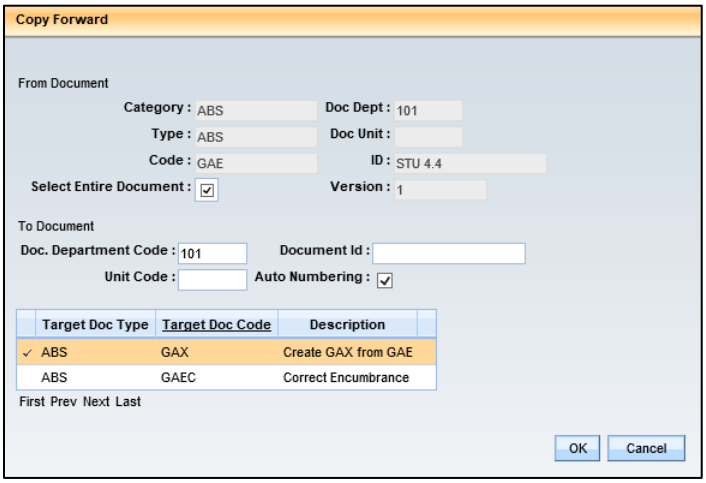


B. Create a General Accounting Expense document.

1. Observe the Total Amount of the General Accounting Encumbrance document.
2. At the bottom of the page, click **Copy Forward**.



3. On the Copy Forward screen, in the **Doc. Department Code**, enter the data from ***your student data card***.
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is **GAX**.



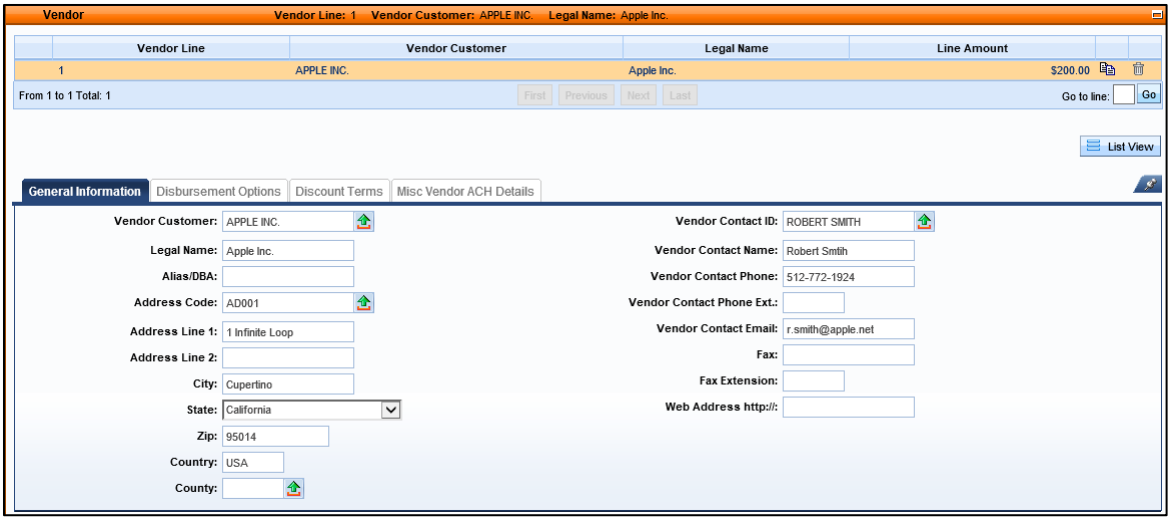
6. Click **Ok**. The Draft GAX document opens.

C. Complete the Header component of the General Accounting Expense document.

1. On the General Information tab, in the **Document Description** field, enter ***Training Expense***.
2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation.

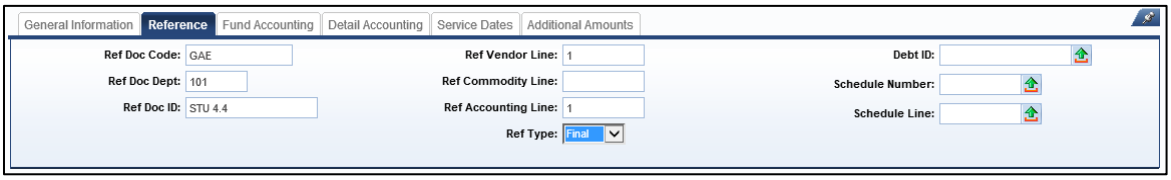
D. Navigate to the **Vendor** component.

1. Observe the vendor information is automatically inferred when using Copy Forward.

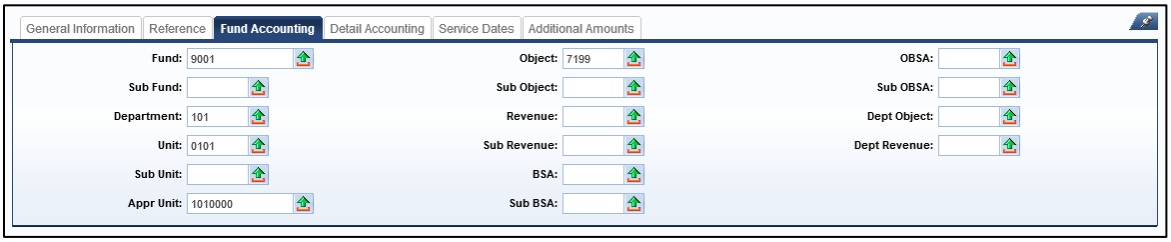


E. Navigate to and complete the Accounting component.

1. Click on the **Accounting** component to expand that component.
2. Observe the **General Information** tab.
3. Verify the **Line Amount** field contains the amount copied forward from the GAE document.
4. Click the **Reference** tab.
5. Click the drop down menu for **Ref Type**, select ***Final***.



6. Click the **Fund Accounting** tab.
7. Verify that the **Fund**, **Department**, **Unit**, **Appr Unit**, and **Object** fields have been populated with information copied forward from the GAE.



F. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
3. Click **Close**.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

4.5. Split an Expenditure

AFIS allows for a General Accounting Expense (GAX) document to contain Accounting lines in order to process a split expense. The GAX document can be created using the Document Catalog or by copying forward from a General Accounting Encumbrance (GAE) document.

ACTIVITY 4.5
Create a Split Accounting Distribution Document

Scenario

You have received a request to process a payment with multiple budget lines so you will create a General Accounting Expense (GAX) document with an additional Accounting line to split the payment evenly between two Units.

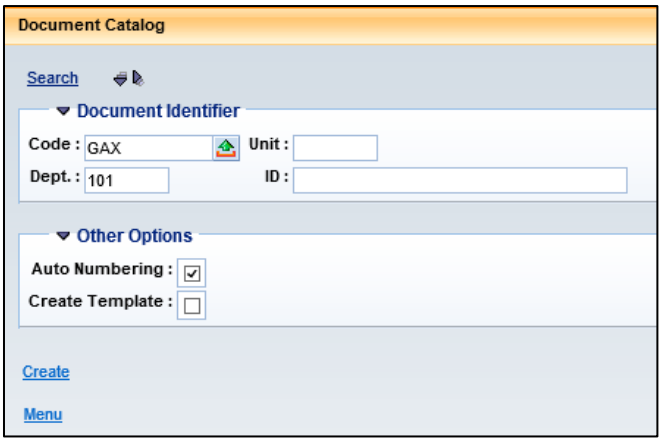
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Create a new General Accounting Expense document using the Document Catalog.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**.
4. In the **Code** field, enter ***GAX***.
5. In the **Dept** field, enter the data from ***your student data card***.
6. Click the **Auto Numbering** check box.



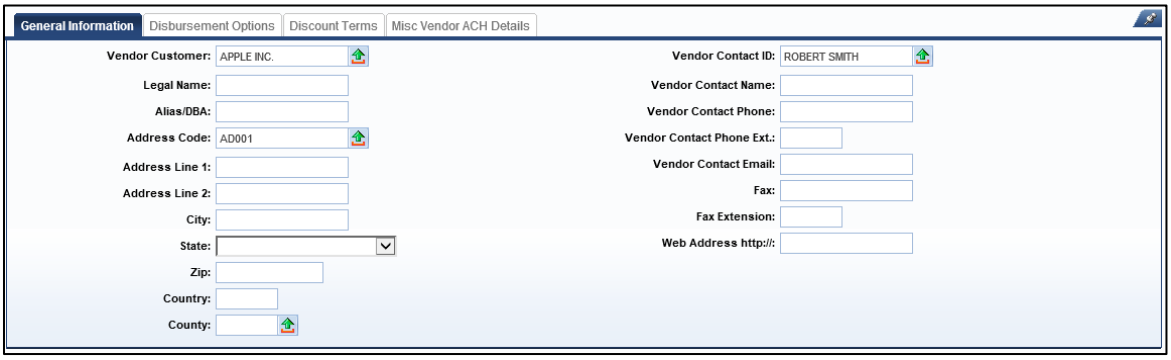
7. Click **Create**.

B. Complete the Header component General Information tab.

1. In the **Document Description** field, enter ***Training Split Expense***.
2. Click on the **Vendor** component at the bottom of the page.

C. Complete the Vendor component General Information tab.

1. Click **Insert New Line**.
2. In the **Vendor Customer** field, click the pick list.
3. In the **Legal Name** field, enter ***Apple Inc.***
4. Click **Browse**.
5. In the grid select **Apple Inc.**
6. In the **Address Code** field, click the pick list.
7. In the grid, click the **Select** link for Address ID **AD001.**
8. In the **Vendor Contact ID** field, click the pick list.
9. Select **Robert Smith.**



10. Click on the **Accounting** component at the bottom of the page.

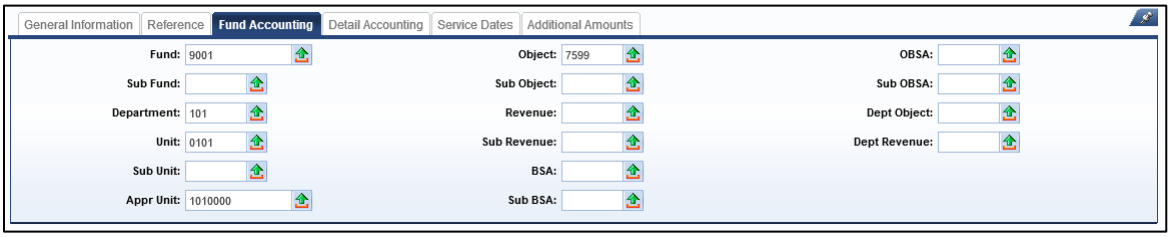
D. Complete the Accounting component General Information tab.

1. Click **Insert New Line**.
2. In the **Line Amount** field, enter ***100***.

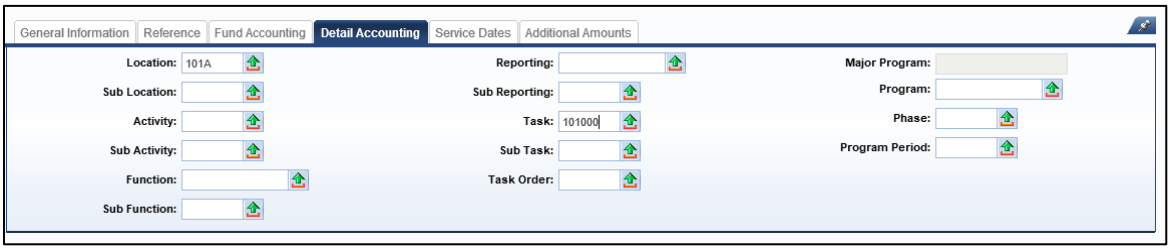
E. Complete the Fund Accounting tab and Detail Accounting tabs.

1. Click the **Fund Accounting** tab.
2. In the **Fund** field, enter the data from ***your student data card***.
3. In the **Department** field, enter the data from ***your student data card***.
4. In the **Unit** field, enter the data from ***your student data card***.

5. In the **Appr Unit** field, enter the data from ***your student data card***.
6. In the **Object** field, enter ***7599***.



7. Click the **Detail Accounting** tab.
8. In the **Location** field, enter the data from ***your student data card.***
9. In the **Task** field, enter the data from ***your student data card.***
10. Click **Save**.

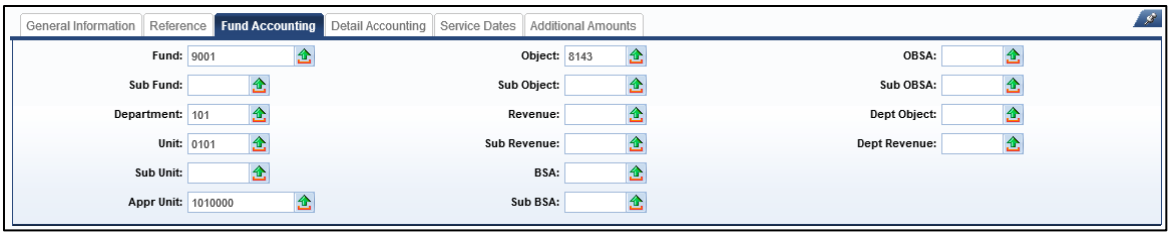


F. Insert and complete a second Accounting line.

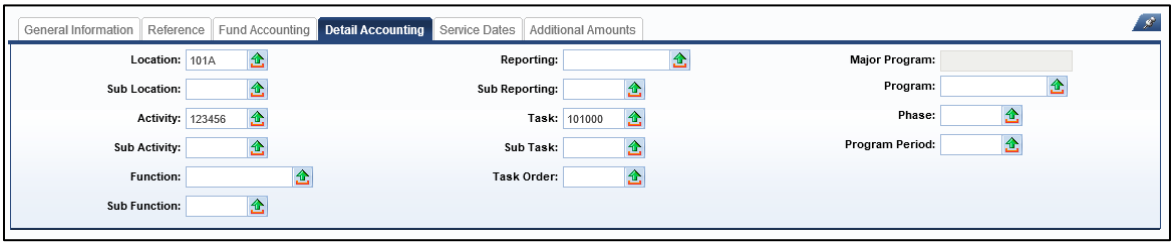
1. Click **Insert New Line** and click the **General Information** tab.
2. In the **Line Amount** field, enter ***75.99***.

G. Complete the second Accounting line Fund Accounting tab, Detail Accounting tabs.

1. Click the **Fund Accounting** tab.
2. In the **Fund** field, enter the data from ***your student data card***.
3. In the **Department** field, enter the data from ***your student data card***.
4. In the **Unit** field, enter the data from ***your student data card***.
5. In the **Appr Unit** field, enter the data from ***your student data card***.
6. In the **Object** field, enter ***8143***.



7. Click the **Detail Accounting** tab.
8. In the **Location** field, enter the data from ***your student data card.***
9. In the **Activity** field, enter ***123456.***
10. In the **Task** field, enter the data from ***your student data card***.
11. Click **Save**.



H. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
3. Click **Close**.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

4.6. Modify or Cancel an Expenditure

When an existing General Accounting Expense (GAX) document needs to modified or cancelled, a new version of the original document is created as a modification or cancellation version. After the creation of a GAX modification/cancellation version, they are submitted and routed to workflow for approval.

Documents that are in Draft phase can be changed at any time by clicking the Edit button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	GAX	101		150408000025	No	1	New	Draft	Held	4/8/15	Student1	$200.00	Yes
☐	GAX	101		150408000026	No	1	New	Draft	Held	4/8/15	Student1	$175.99	Yes
☐	GAX	101		STU 1 1.2	No	1	New	Final	Submitted	11/12/14	Training	$545.00	Yes
☐	GAX	101		STU 1 1.3A	No	1	New	Final	Submitted	11/25/14	Training	$6,000.00	Yes
☐	GAX	101		STU 1 1.3B	No	1	New	Final	Submitted	11/25/14	dboudrie	$530.00	Yes
☐	GAX	101		STU 1 4.2	No	1	New	Final	Submitted	10/7/14	Training	$100,000.00	Yes
☐	GAX	101		STU 1 4.6	No	1	New	Final	Submitted	10/27/14	Training	$50.00	Yes
☐	GAX	101		STU 1 5.3	No	1	New	Historical (Final)	Submitted	10/27/14	Training5	$50.00	Yes
☐	GAX	101		STU 1 5.3	No	2	Cancellation	Final	Submitted	10/27/14	Training5	$50.00	Yes
☐	GAX	101		STU 1 5.3 A	No	1	New	Final	Submitted	10/27/14	Training5	$50.00	Yes

First Prev Next Last

Modifications can only be made to a payment request (GAX) before it has been disbursed, through the manual or automated disbursement process. If the Closed Amount is $0.00 and the Closed Date on the Header component is not populated, then the payment request has not been closed and can still be modified. If it is only partially closed, look at the Closed Amount and Closed Date fields on the Accounting component to determine if the line that requires modification is closed.

Once a payment request (GAX) has been disbursed (closed), changes cannot be made until the warrant paying the Accounting line has been cancelled and the payment request is re-opened if the hold cancellation type is used.

Modifications made to a payment request (GAX) that references another document can also impact the referencing document.

ACTIVITY 4.6

Modify a General Accounting Expense Document

Scenario

You have received a request to modify a General Accounting Expense (GAX) document that has incorrect data. You will locate the document, then edit and submit it for approval.

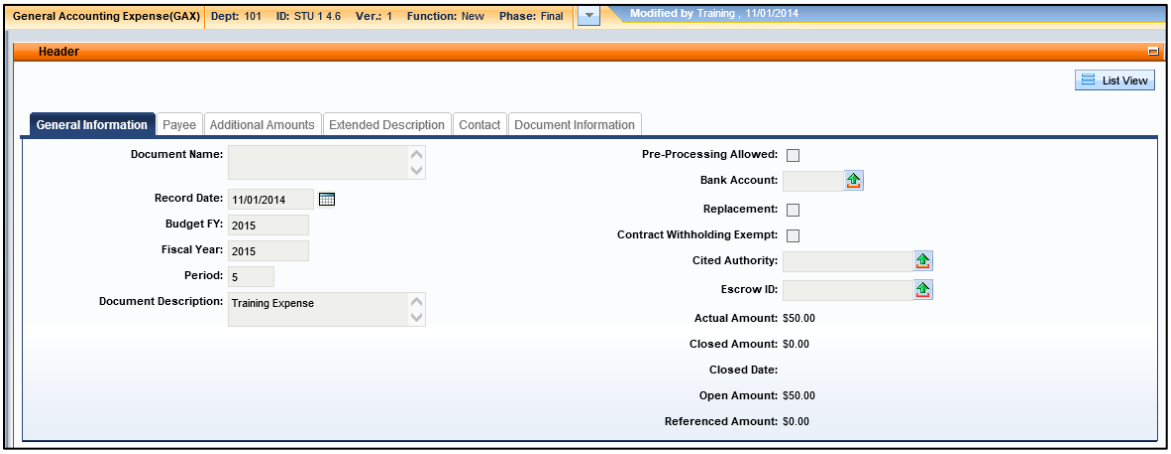
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Locate the existing GAX document.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAX***.
4. In the **Dept** field, enter the data from ***your student data card***.
5. Click **Browse**.
6. In the grid below, click the **ID** of the document to open the GAX on the data from ***your student data card***.



B. Create and edit a modification version of the GAX document.

1. At the bottom of the page, click **Edit**. A new modification version is created.
2. Click on the **Accounting** component.
3. On the **General Information** tab, in the **Line Amount** field, enter ***130.00***.
4. Click **Validate**.

5. Click on the **Posting** component.
6. Observe the posting amounts.

C. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
3. Click **Close**.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

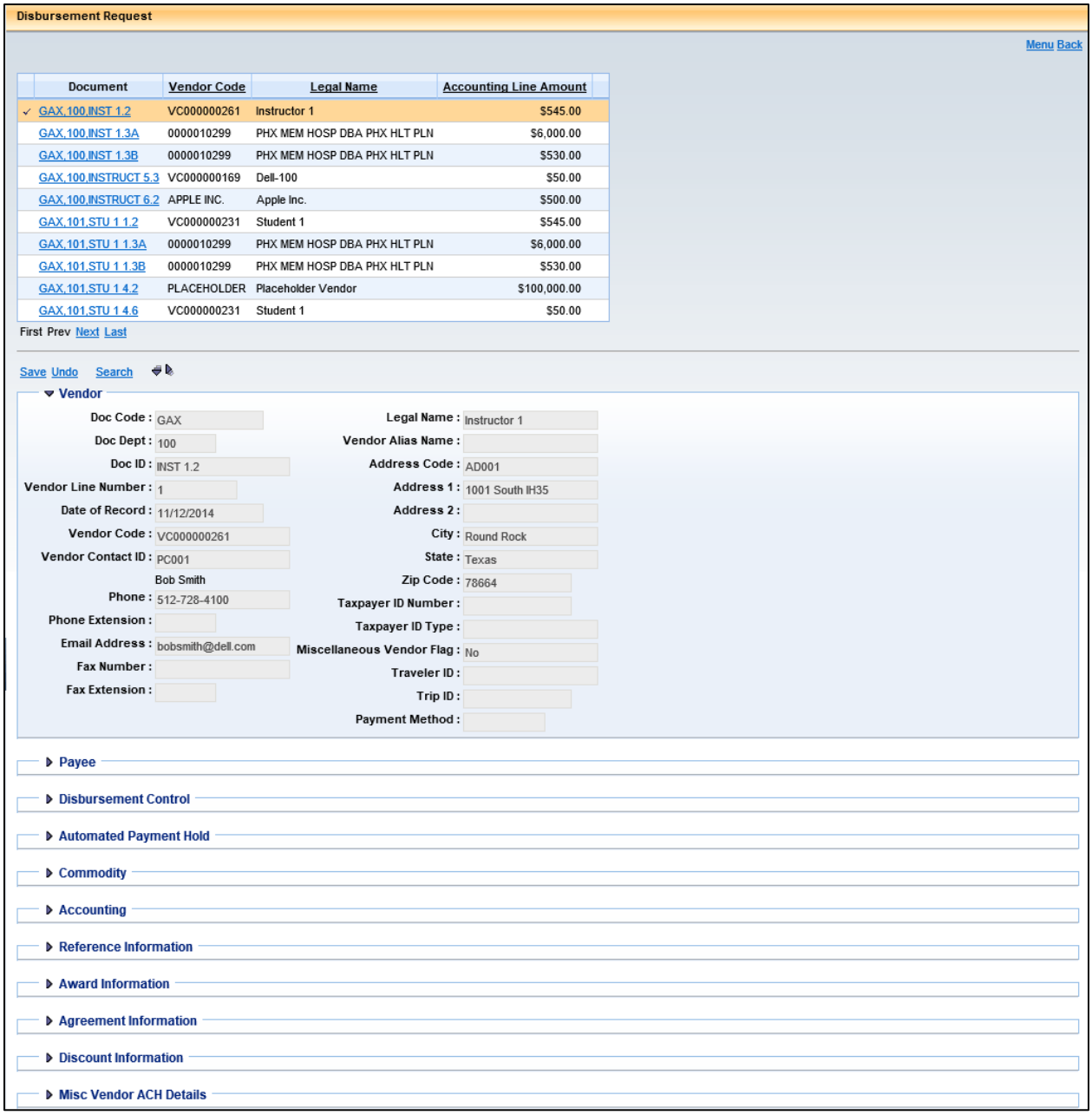
4.7. Researching Expense Documents

General Accounting Expense (GAX) documents can be found by searching the Disbursement Request (DISRQ) page. By entering the appropriate search criteria, such as Vendor Code or Scheduled Payment Date, results can be narrowed down significantly.

Disbursement Request (DISRQ)

The Disbursement Request (DISRQ) page contains all the information necessary for the generation of payments during the Automated Disbursement process. The DISRQ page primarily gets updated with payment requests recorded on expense document codes. Once a document is disbursed it will be removed from this table. It is the event type used on the expense document that determines whether or not the DISRQ page is updated. All of the information on the DISRQ is grouped together into sections that can be expanded or collapsed as needed.

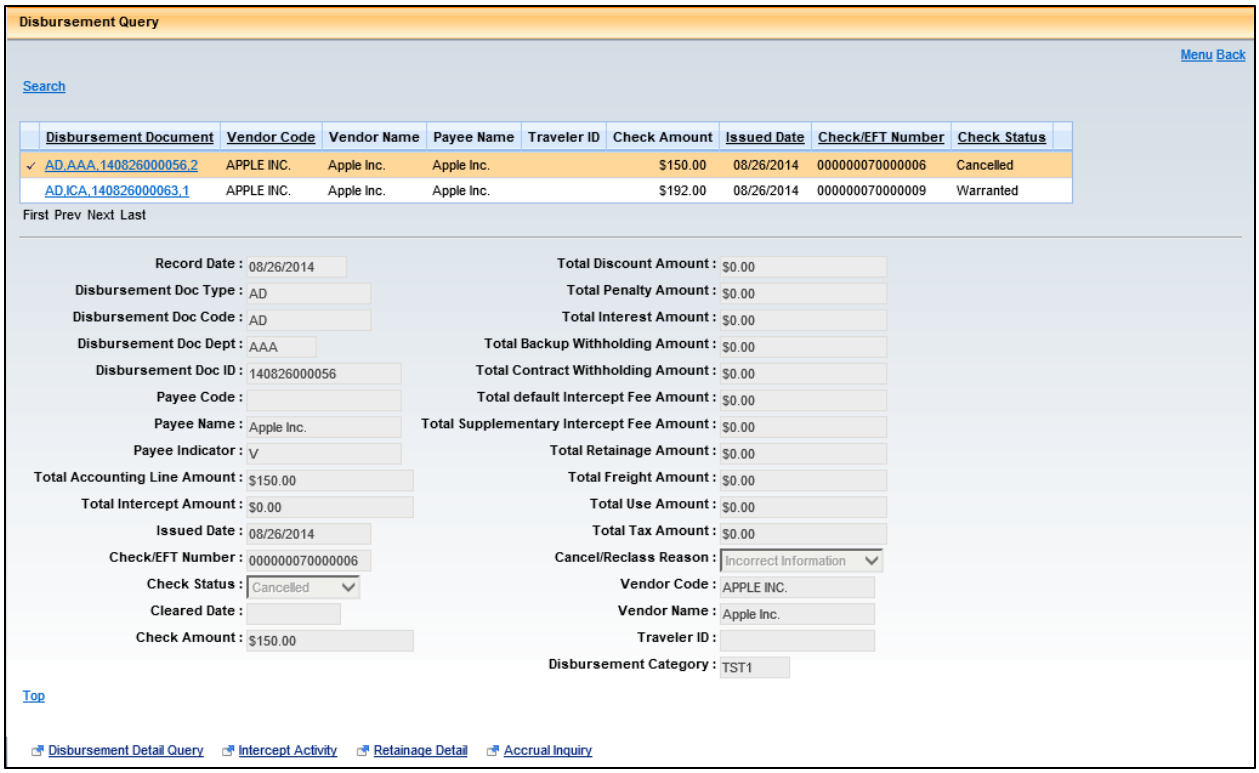
The grid at the top of the DISRQ displays all of the expense and payment request documents that have been posted in AFIS.



Updates to the DISRQ are also made by the Disbursement Management (DISBM) and Disbursement Management by Document (DISBMD) pages.

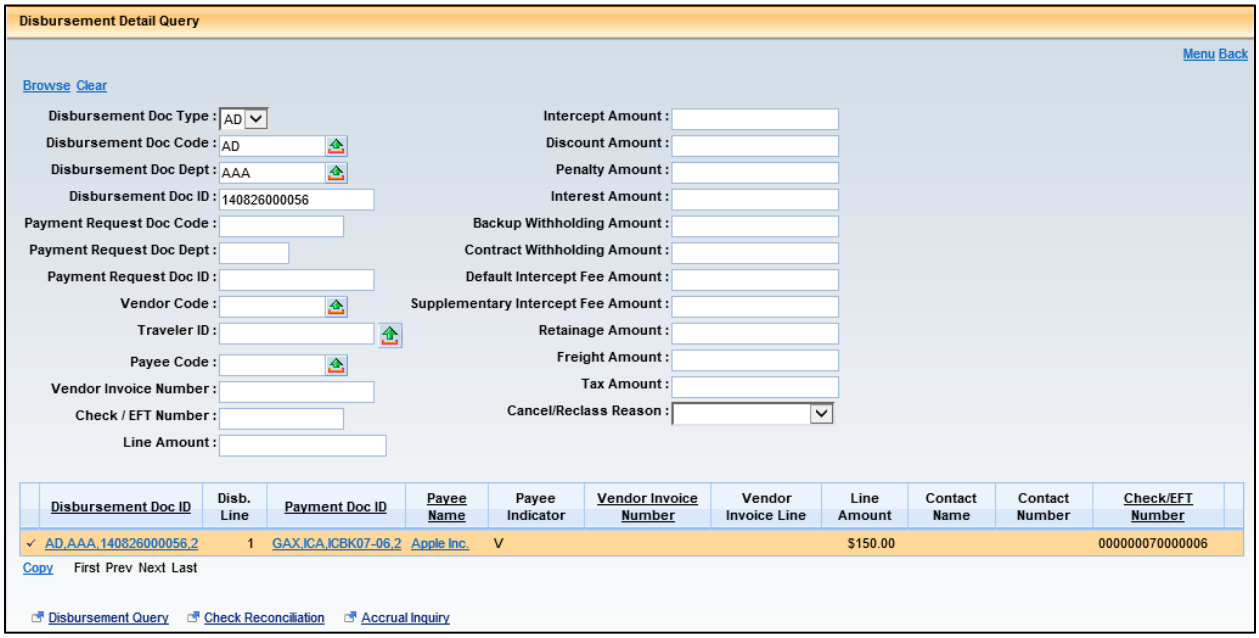
Disbursements Query (DISBQ)

The Disbursements Query (DISBQ) page displays a summary of information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. The DISBQ provides numerous search fields that can be used to narrow down the list of documents. The Search window requires that a value is entered for Vendor/Customer, Payee, Document Record Date, or Check/EFT Status in order to display any results. Once the desired document has been located, the links provided allow users to view the Disbursement Detail Query (DISBDQ), Intercept Activity, and Retainage Detail pages for the selected document.



Disbursement Detail Query (DISBDQ)

The Disbursement Detail Query (DISBDQ) displays detailed information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. The DISBDQ allows users to see which payment request documents were referenced by the disbursement document selected on the DISBQ page.



ACTIVITY 4.7

Search for a General Accounting Expense Document

Scenario

You need to research a General Accounting Expense (GAX) document to determine when a payment was processed. Use the Disbursement Request (DISRQ) table to locate the document information.

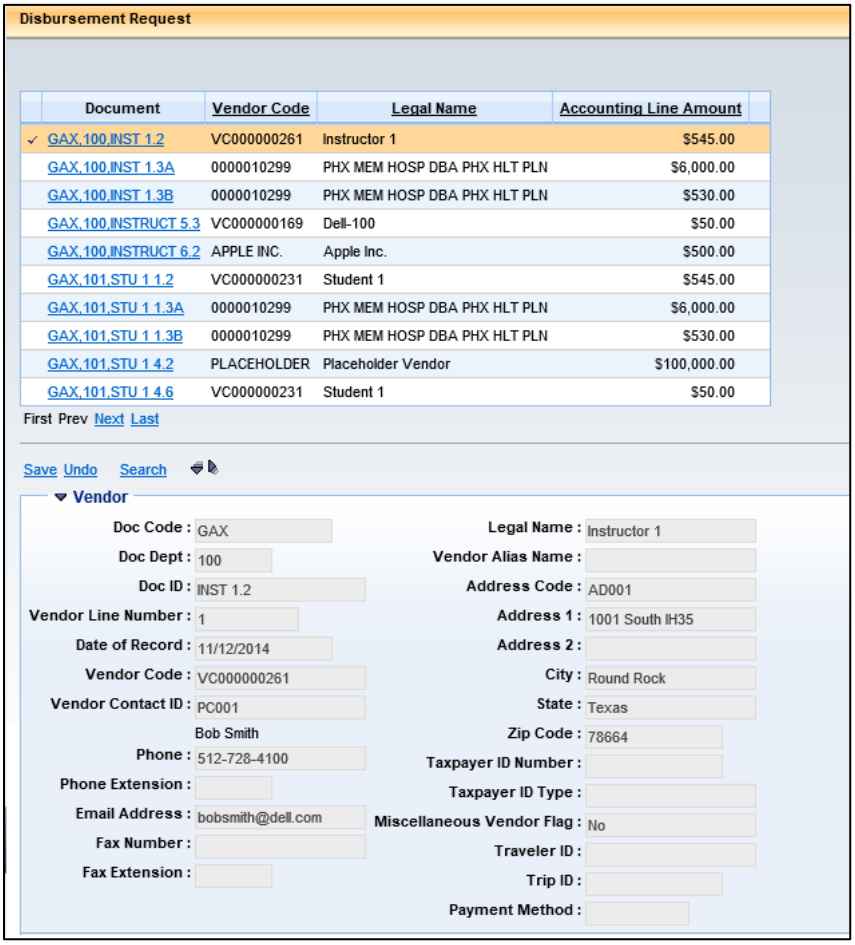
Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Navigate to the Disbursement Request table.

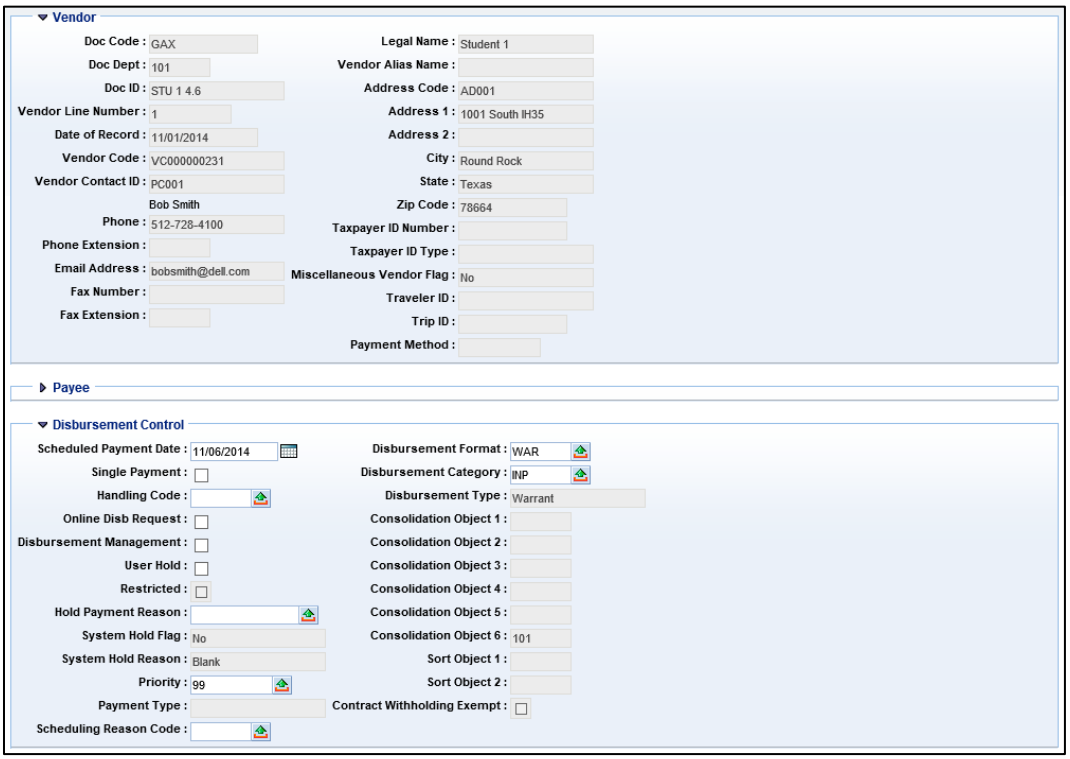
1. In the Primary Navigation Panel, in the **Jump to** field, enter ***DISRQ***.
2. Click **Go**. The Disbursement Request (DISRQ) table opens.



B. Locate the General Accounting Expense document information.

1. Below the grid, click **Search**.

2. In the Search pop-up window, in the **Doc ID** field, enter ***the document ID you just entered in the prior activity***.
3. Click **Ok** to return to the Disbursement Request table.
4. In the grid, click the line for the document to view the details in the scalar at the bottom of the page.
5. In the scalar, click **Disbursement Control**, to expand that section.
6. Observe the **Scheduled Payment Date** on the document.



7. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Reviewed the General Accounting Expense document
- Identified the General Accounting Expense document components
- Reviewed the data entry requirements of a General Accounting Expense document
- Created a General Accounting Expense document
- Created a General Accounting Expense document for a split expense
- Modified and cancelled a General Accounting Expense document
- Searched for General Accounting Expense documents in the Disbursement Request table

Check Your Progress

1. General Accounting Expense documents should be created using Copy Forward from _____.

    a. General Accounting Pre-Encumbrance draft documents
    b. General Accounting Pre-Encumbrance final documents
    c. General Accounting Encumbrance draft documents
    d. General Accounting Encumbrance final documents

2. When using Copy Forward to create a General Accounting Expense document the COA information will auto populate.

    a. True
    b. False

3. The event type used on a General Accounting Expense document determines if updates are made to the Disbursement Request table.

    a. True
    b. False

5. Additional Functionality in a Payment Document

Learning Objectives

In this lesson, you will:

- Review the partial payment options
- Identify the different disbursement options on a payment request document
- Create a manual disbursement
- Cancel a manual disbursement
- Search for disbursements on the Accounting Journal and Check Reconciliation tables

Lesson Overview

In AFIS, there are other options for processing payments that will be needed in certain situations. Partial payments can be created which will only partially liquidate reference encumbrance documents. Disbursement options for payments are available for specific scenarios, such as creating a consolidated payment or applying a discount. When an on-demand payment needs to be processed, users can create a manual disbursement instead of waiting for the automated disbursement process to run.

5.1. Partial Payment Options

In AFIS, expense documents can be processed as full or partial payments. A partial payment partially liquidates the referenced encumbrance. Partial payments use a Ref Type of **Partial** for a non-full payment that does not completely close out the encumbrance or a Ref Type of **Final** for a non-full payment that closes out the encumbrance.

ACTIVITY 5.1

Create a Partial Payment

Scenario

You have received a request to process a partial payment that does not completely liquidate the referenced encumbrance.

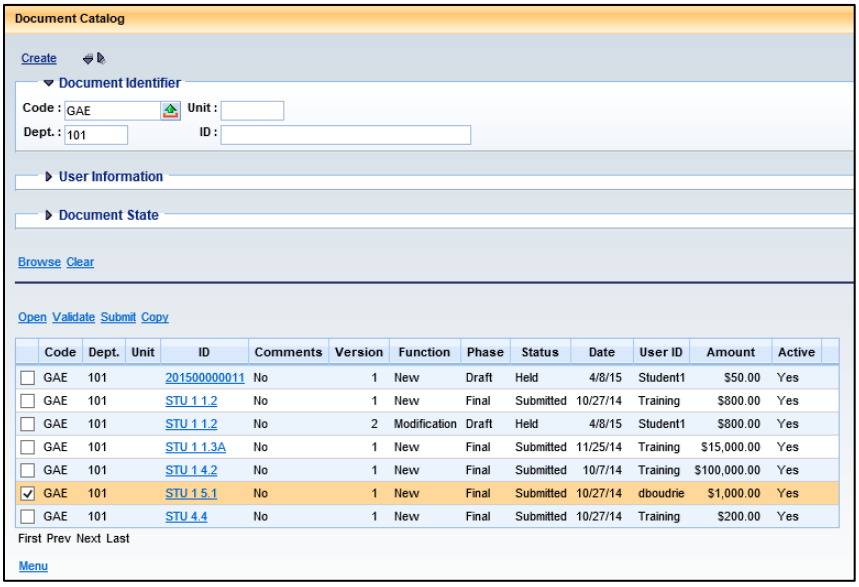
Setup

✓ User is logged into the AFIS Home Page.

Steps

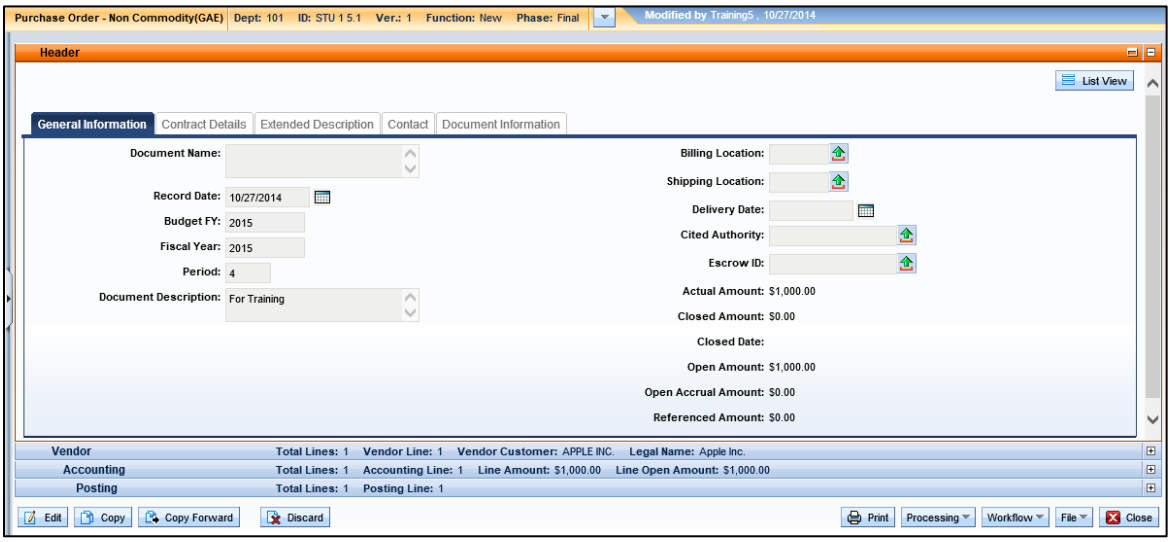
A. Navigate to the General Accounting Encumbrance document.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAE***.
4. In the **Dept** field, enter the data from ***your student data card***.
5. Click **Browse**.
6. In the search results, click the **ID** of the GAE document on the data from ***your student data card.***



B. Create a General Accounting Expense document.

1. Observe the Actual Amount of the **GAE** document.
2. At the bottom of the page, click **Copy Forward**.



3. On the **Copy Forward** screen, in the **Doc Department Code**, enter the data from ***your student data card.***
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is GAX.
6. Click **Ok**. The Draft GAX document opens.

7. Write down the ID number: _____

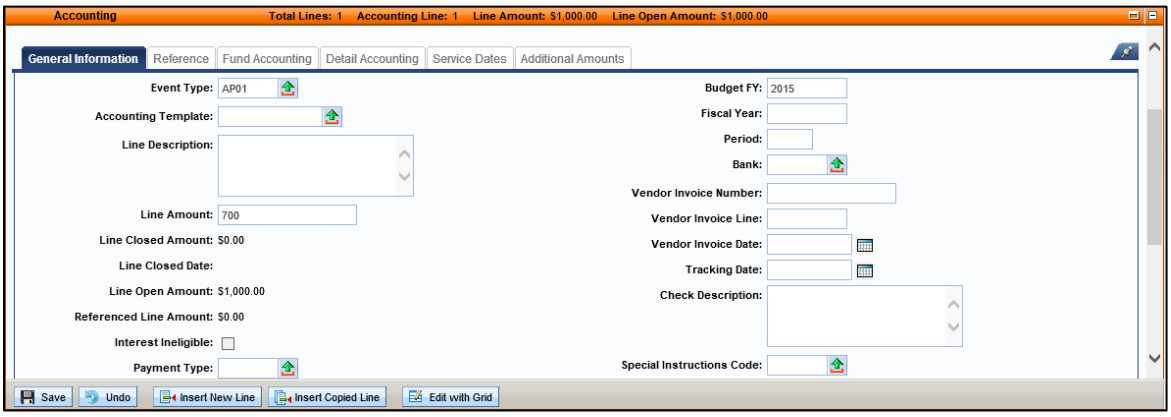
C. Complete the Header component of the General Accounting Expense document.

1. On the **General Information** tab, in the **Document Description** field, enter ***Partial Payment***.
2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation.

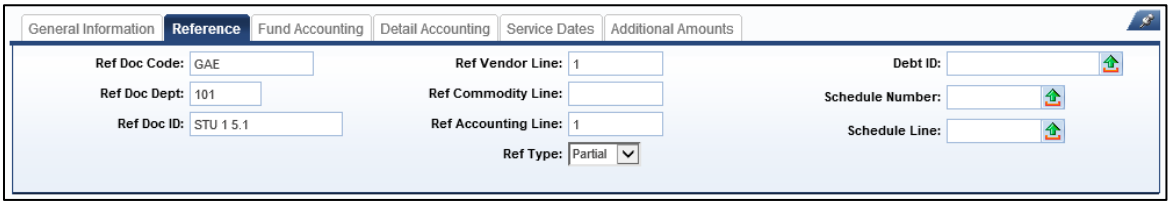
D. Navigate to and complete the Accounting component.

1. Click the **Accounting** component to expand that component.
2. Observe the **General Information** tab.

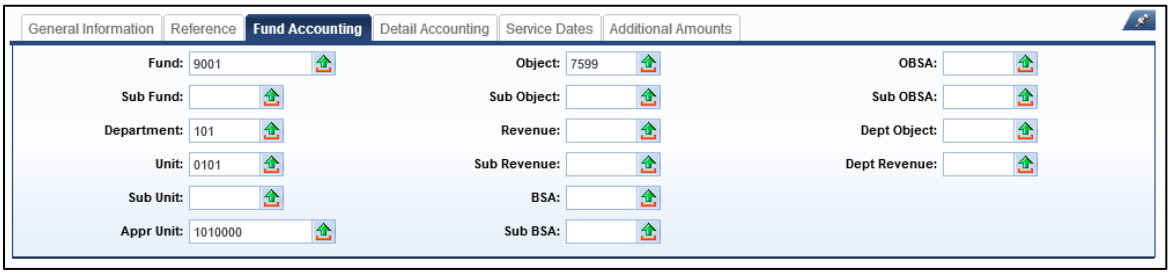
3. The **Line Amount** field contains the amount copied forward from the GAE document, instead of that amount enter in ***700.00***.



4. Click on **Reference** tab.
5. Verify the Ref Type is Partial.



6. Click the **Fund Accounting** tab.
7. Verify that the Fund, Department, Unit, Appr Unit, and Object fields have been populated with information copied forward from the GAE.

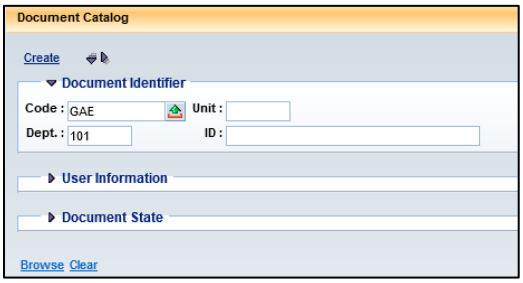


E. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully.**"
3. Click **Close**.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

F. Navigate to the General Accounting Encumbrance document.

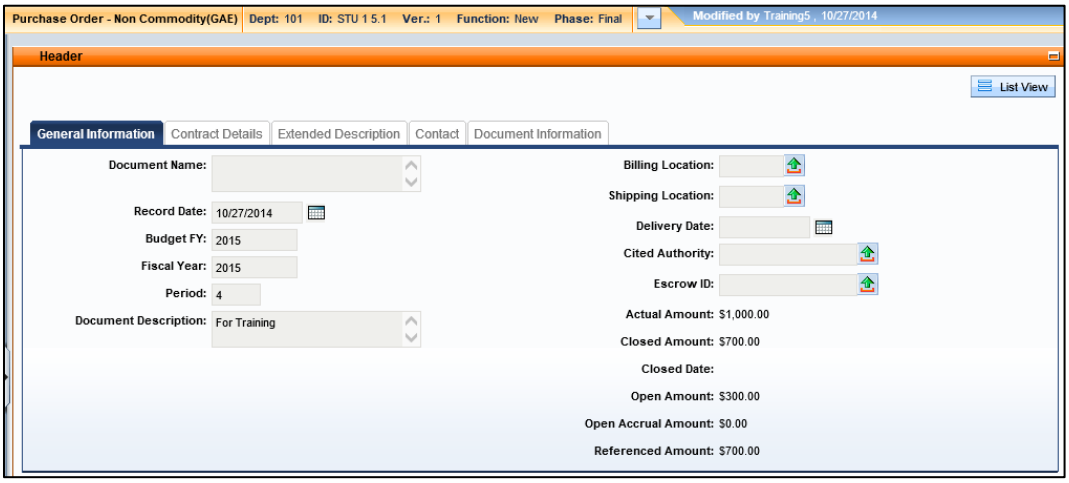
1. On the Secondary Navigation Panel, click **Search**.
2. Click ***Document Catalog***.
3. In the **Code** field, enter ***GAE***.
4. In the **Dept.** field, enter the data from ***your student data card***.
5. Click **Browse**.



6. In the search results, click the **ID** of the GAE document enter the data ***from your student data card***.

G. Review a General Accounting Encumbrance Document.

1. Observe the **Actual Amount** of the General Accounting Encumbrance document.
2. Observe the **Closed Amount** of the General Accounting Encumbrance document.
3. Observe the **Open Amount** of the General Accounting Encumbrance document.



4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

5.2. Identify Different Disbursement Options on a Payment Document

The following options are available on a payment document for disbursement.

- Payment Consolidation
- Single Payment
- Hold Warrant for Pickup
- Request Same Day Payment
- Pay a Third Party
- Apply a Discount

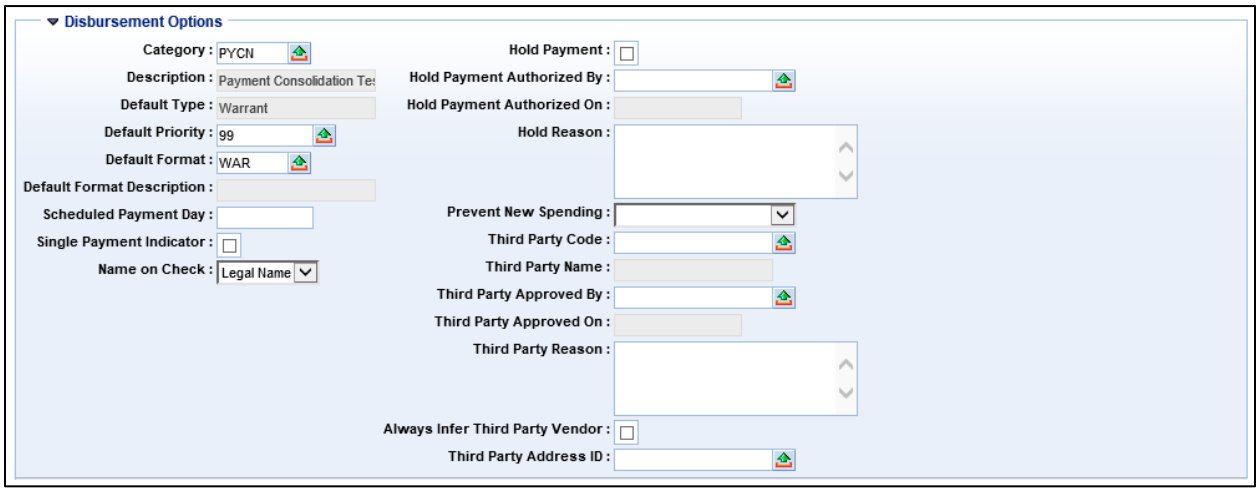
Payment Consolidation

All payments are consolidated by document department.

Single Payment

When the Single Payment Flag on the Vendor/Customer record is selected, the vendor will receive one warrant/electronic fund transfer (EFT) per unique payment document (GAX). If this flag is not checked, then the payments are grouped in the disbursement by agency.

With the Single Payment check box, users can require that a single warrant is issued to a vendor for each payment transaction; this overrides the Payment Consolidation rule. If the Single Payment box is checked, then warrants will not consolidate with other payment made by same department, even if more than one expenditure document disburses a warrant for the same vendor.



The accepted way to override Payment Consolidation is to apply to a single payment, create a General Accounting Expense (GAX) document and on the Vendor component Disbursement Options tab check the Single Payment check box.

Hold Warrant for Pickup

When a payment is created, Hold for Pickup can be indicated on the document. On the Vendor component Disbursement Options tab in the Disbursement Category field, enter or select PULL from the picklist.

Pay a Third Party

Special payment arrangements can be specified when payment should not be made to the vendor identified in the Vendor/Customer field on the payment. There are three ways to pay a third party:

- If the Vendor is set up to Always Infer Third Party Vendor on the Vendor/Customer (VCUST) table, then no action is required.
- If the Vendor has a third party assigned to it on the Vendor/Customer (VCUST) table but is not set up to Always Infer Third Party Vendor, then the option exists to Pay Third Party on the payment request.
- If there is no assigned third party for the Vendor, then users can designate a one-time payment to a third party that is flagged as eligible to receive a payment. To be eligible, the vendor must already exist, be active, and be flagged as a Third Party Vendor on the VCUST table.

The third scenario allows the user to enter payments to an ad hoc payee. Payment to a third party payee is designated on the Header component Payee tab of the payment document, by entering the payee's information manually. Also, the Pay Third Party field in the Vendor component is not checked since this would block the Payee fields on the Header from data entry.

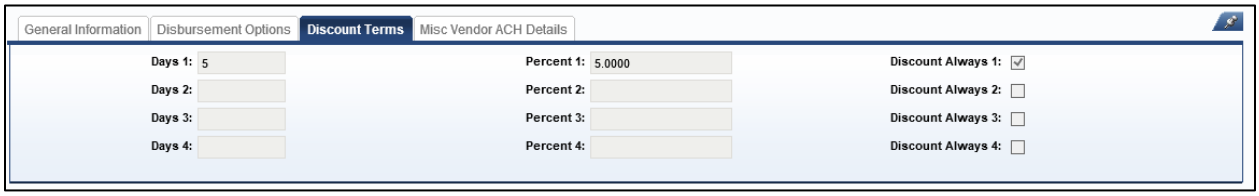
Apply a Discount

Discount Terms are most commonly entered on the Payment Request document or inferred from the vendor terms and are calculated during the overnight process. The discount terms are available for review on the Payment Request document. The Payment Request represents the final point in which Discount Terms may be changed.

While the payment is outstanding, the Discount Amount field on the payment Header is $0. After the payment is disbursed and the discount is taken, the discount amount will change to an amount greater than $0, which represents the amount taken in discount.

How Discounts are Determined

In a General Accounting Expense (GAX) or PRCPZ1 document, the number of days entered in the Days 1-4 fields on the Discount Terms tab of the Accounting line, indicate the amount of days that can elapse between the Invoice Date or the service to and from dates and the Disbursement Date in order for the corresponding Discount Percentage to be applied to the payment.



When disbursements process a payment, the discount schedule is applied. If the payment day falls within one day of a specified number of days, then the corresponding percentage is applied. If an Invoice Date is not entered on the Payment Request document, the service to and from dates will be used to calculate the discount days. The service to and from dates on an expenditure document will default to the current date if not entered.

For example, using the following discount schedule:

Number of Days	Percentage
5	3%
15	2%
16 or greater	0%

If the payment is processed 12 days from the Invoice Date, then a 2% discount would be deducted from the payment.

5.3. Manual Disbursement

A Manual Disbursement (MD) document is used to record manually written warrants in AFIS or to record warrants issued outside of AFIS but recorded for reconciliation purposes for warrant reconciliation. On-Demand warrants are usually issued immediately, when the recipient of the warrant cannot wait for the normal disbursement. A Manual Disbursement can be used to do the following:

- Record a manually written warrant or warrant in AFIS after it has been written
- Record a Manual Disbursement with the warrant data to be printed on the physical warrant.

In order to simplify data entry, following the creation, submission, and approval of a General Accounting Expense (GAX) document, a Manual Disbursement can be created by copying forward from the GAX document.

Besides a basic disbursement, there are several situations that require a modified process. These include the following:

- External Warrant – warrants issued out of a system other than AFIS
- Wire Transfer (MDWT1)
- Miscellaneous Vendor

Manual Disbursement (MD) documents update the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables.

Basic Disbursement

A basic disbursement is created by copying forward from a General Accounting Expense (GAX) document. The data entry requirements for a basic disbursement are minimal because most of the data is pulled from the source document.

External Warrant

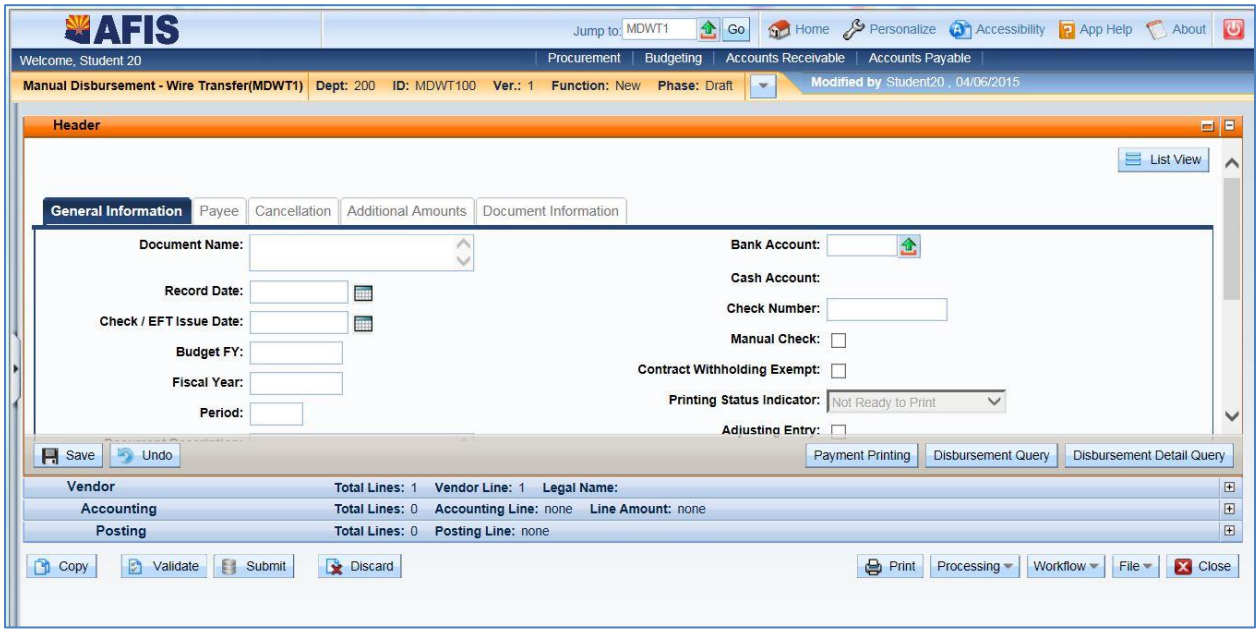
When a warrant has been written outside of AFIS and needs to be recorded as a disbursement, a manual disbursement is used to record the transaction. An externally written warrant requires manual creation of a Manual Disbursement (MDCC1 or PMD1) document with a Disbursement Type set to Warrant. For example; warrants issued out of HRIS.

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
MDCC1	AAA		JPTEST10	No	1	New	Draft	Rejected	10/3/14	slandis	$0.00	Yes
MDCC1	DEA		DEBK29-01	No	1	New	Final	Submitted	9/22/14	slandis	$520.44	Yes
MDCC1	DEA		DEBK30-02	No	1	New	Final	Submitted	9/22/14	slandis	$400.00	Yes
MDCC1	DEA		DEBK31-01	No	1	New	Historical (Final)	Submitted	9/22/14	slandis	$555.55	Yes
MDCC1	DEA		DEBK31-01	No	2	Cancellation	Final	Submitted	10/3/14	slandis	$555.55	Yes
MDCC1	DEA		LBU0250001	No	1	New	Draft	Rejected	9/15/14	krobinson	$1,000,000.00	Yes
MDCC1	DEA		LBU0250002	No	1	New	Draft	Held	9/15/14	krobinson	$1,000,000.00	Yes
MDCC1	DEA		LBU0250003	No	1	New	Draft	Held	9/15/14	krobinson	$1,000,000.00	Yes
MDCC1	DEA		LBU0250004	No	1	New	Draft	Held	9/15/14	krobinson	$1,000,000.00	Yes
MDCC1	DEA		LBU0250005	No	1	New	Draft	Held	9/15/14	krobinson	$1,000,000.00	Yes

Wire Transfer

A wire transfer can be used to record the accounting for a wire issued by the Treasurer's Office. A Manual Disbursement for Wire Transfer (MDWT1) document is used with a Disbursement Type field set

by default.

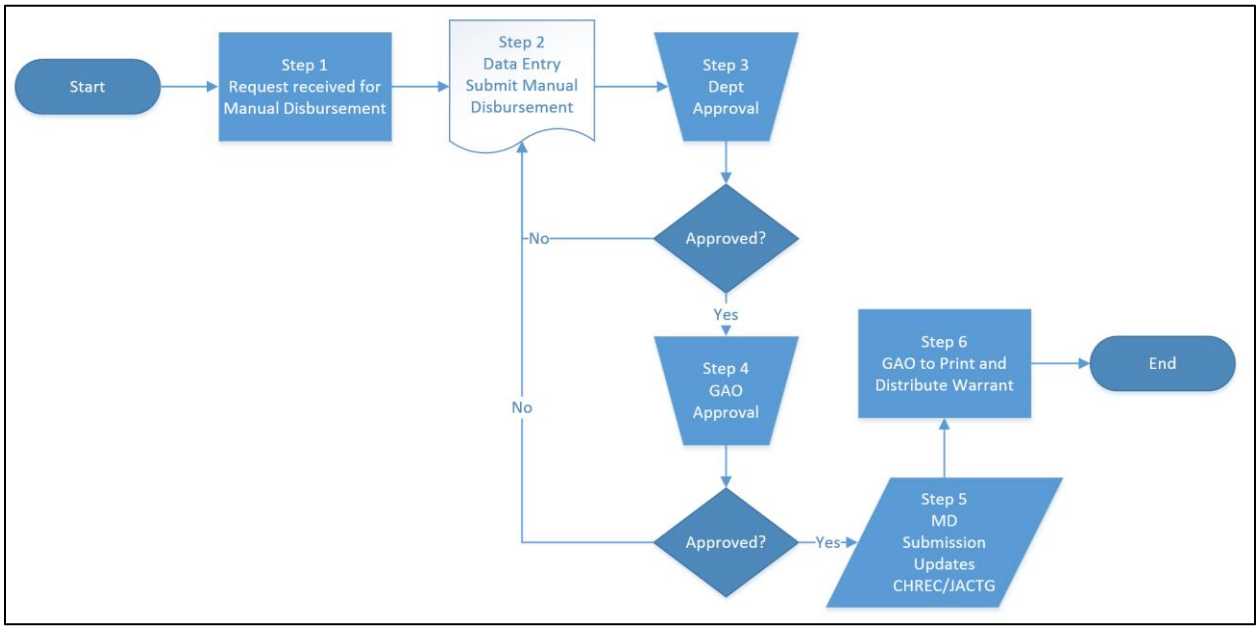


State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-015 and represented by Figure 6 below.

1. The department receives a request for a manual disbursement by vendor.
2. The department is responsible for the drafting of the Manual Disbursement (MD) transaction in AFIS. Information such as bank account and issue date are entered. Warrant number is automatically assigned to the next warrant sequence number based on table setup. Upon completion of the data entry, the MD document is submitted and routed for approval.
3. The MD document is reviewed by an authorized department level approver. If the approver determines that the MD document has missing or incorrect data, then the MD document is rejected and returned for corrections in step 2. If the approver determines that the MD document data are correct, then the MD document is approved and proceeds to the next step.
4. The MD document is reviewed by an authorized central level, GAO approver. If the approver determines that the MD document has missing or incorrect data, then the MD document is rejected and returned for corrections in step 2. If the approver determines that the MD document data are correct, then the MD document is approved and proceeds to the next step.
5. The MD document final submission from GAO updates the Check Reconciliation (CHREC), Accounting Journal (JACTG), and associated tables within AFIS.
6. GAO prints and distributes the warrant to the vendor.

Figure 6: Create a Manual Disbursement (AP-TB-015)



ACTIVITY 5.3

Create a Manual Disbursement for an External Warrant

Scenario

You have received a request to process a manual disbursement for a warrant. Create a Manual Disbursement (MD) document to record the transaction.

Note: You will start with a GAX document and copy it forward the GAX to a MD document.

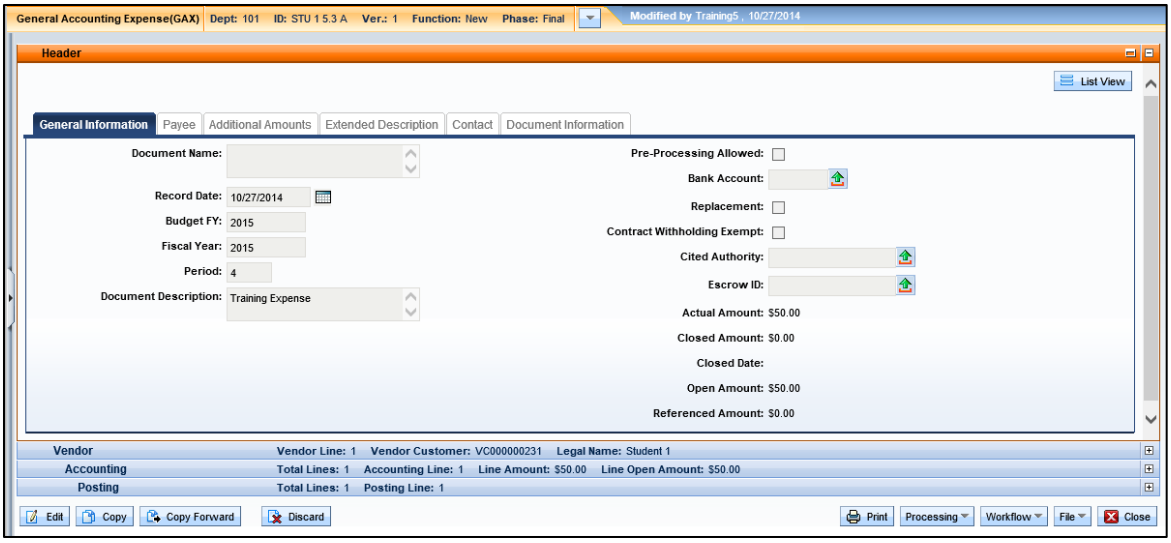
Setup

✓ User is logged into the AFIS Home Page.

Steps

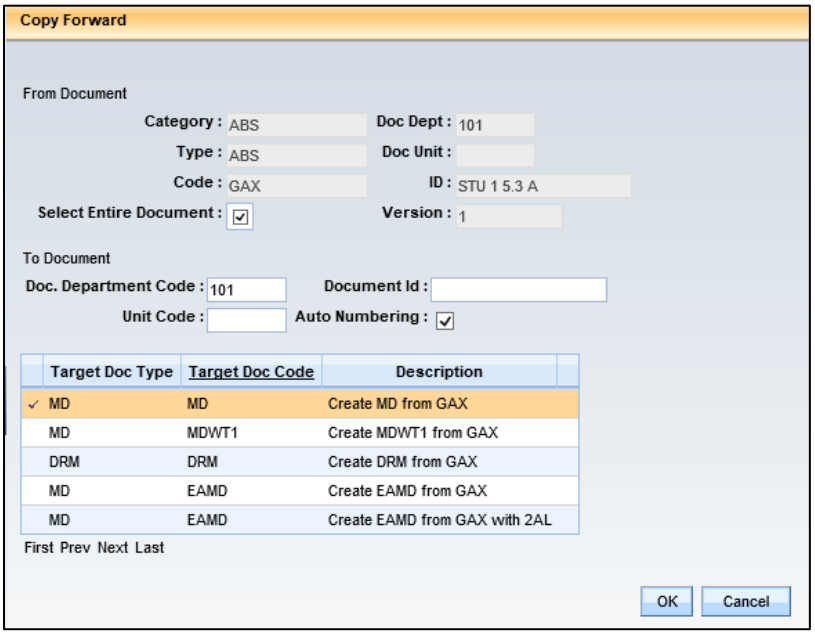
A. Create a new Manual Disbursement document.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAX.***
4. In the **Dept.** field, enter the data from ***your student data card***.
5. Click **Browse**.
6. In the grid below, click the **ID** of the document to open the GAX on the data from ***your student data card***.



B. Create a General Accounting Expense document.

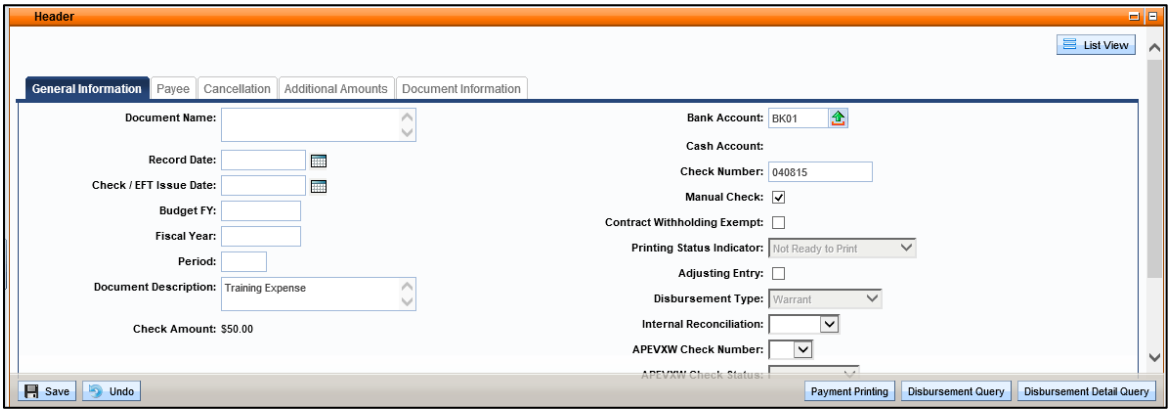
1. Observe the Actual Amount of the **GAX** document.
2. At the bottom of the page, click **Copy Forward**.
3. On the Copy Forward screen, in the **Doc Department Code**, enter the data from ***your student data card***.
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is MD.



6. Click **Ok**. The Draft MD document opens.
7. Write down the ID number: _____

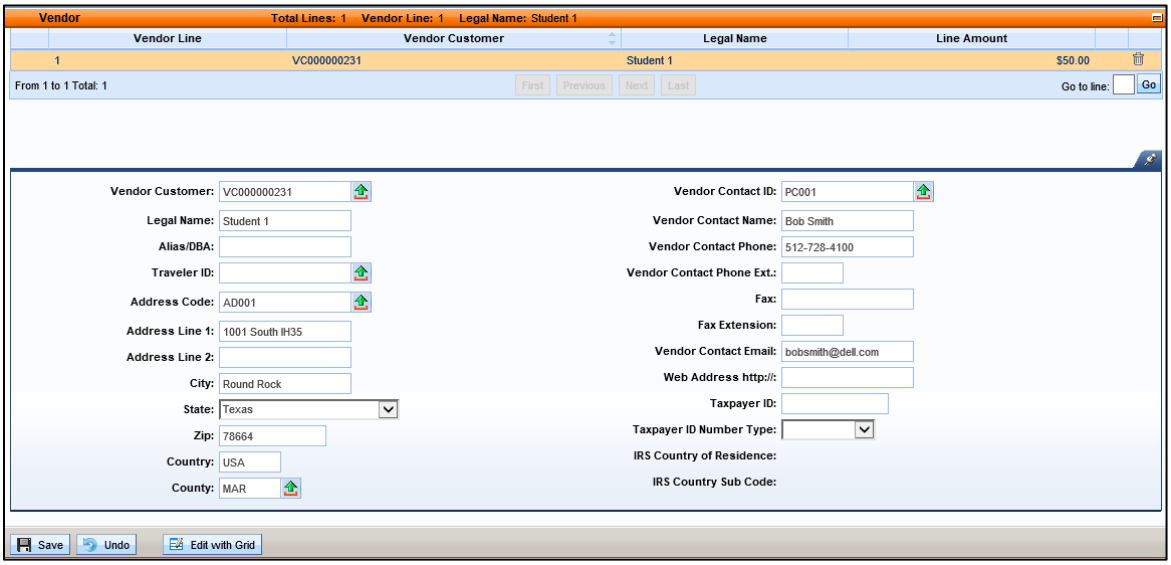
C. Complete the Header component of the document.

1. On the Header component, in the **General Information** tab, in the **Bank Account** field, enter ***BK01***.
2. The **Disbursement Type** is set to **Warrant**.



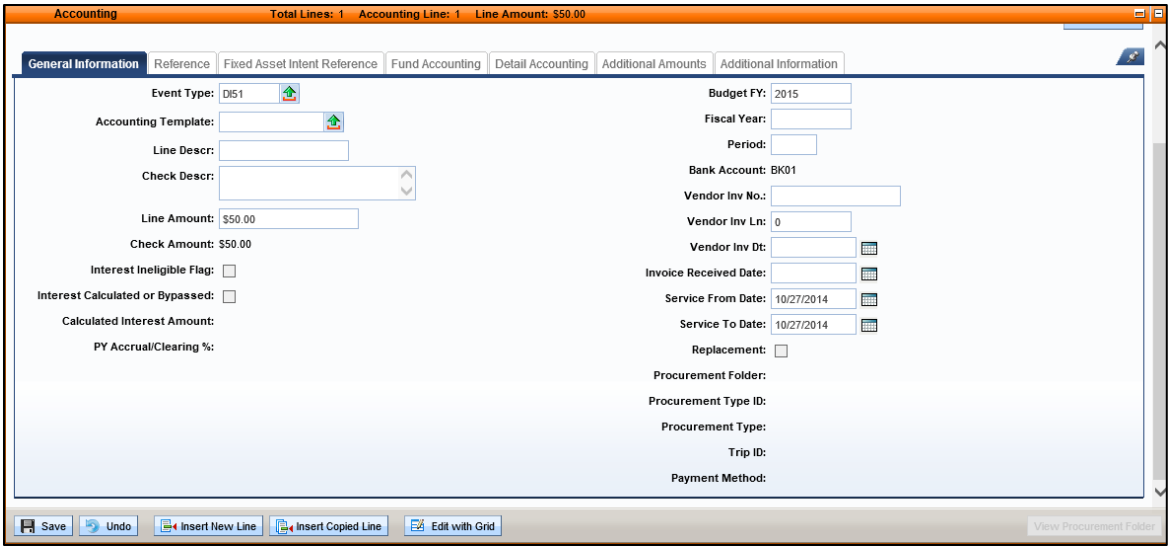
D. Navigate to the **Vendor** component of the document.

1. Click on the **Vendor** component at the bottom of the page to expand that component.
2. Verify that the Vendor Customer is correct.
3. Verify that the Vendor Address code is correct.



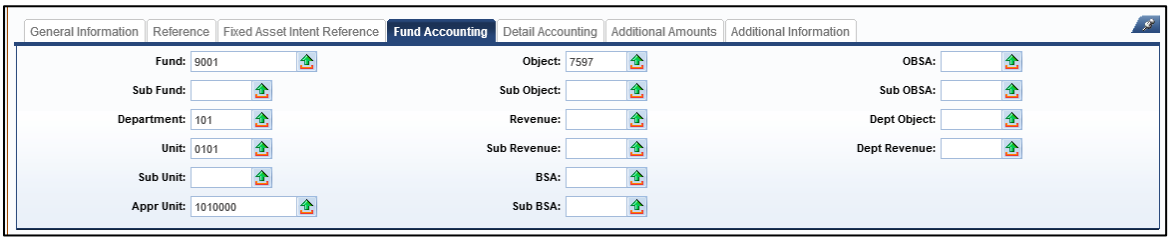
E. Navigate to the **Accounting** component **General Information** tab.

1. Click on the **Accounting** component at the bottom of the page to expand that component.
2. Verify the event type is ***DI51***.
3. Verify that the amount is what was entered on the ***GAX***.



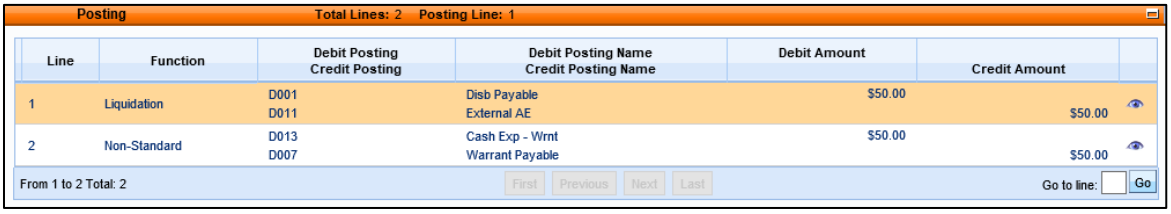
F. Navigate the **Accounting** component, **Fund Accounting** tab.

1. Click on the **Fund Accounting** tab.
2. Verify that the Fund, Department, Unit, Appr Unit, and Object fields have been populated with information copied forward from the GAX.



G. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click on the **Posting** component.
3. Observe the posting amount.



4. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Final**".
5. Click **Close**.

6. Click **Home** in the Primary Navigation Panel to return to the Home Page.

5.4. Search for a Manual Disbursement

Manual Disbursement (MD) documents can be found by searching the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables. By entering the appropriate search criteria, such as Doc CD (code), or Department, results can be narrowed down significantly.

ACTIVITY 5.4

Search for a Manual Disbursement Document

Scenario

You need to research a Manual Disbursement (MD) to determine that a payment was correctly processed. Use the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables to locate the document information.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

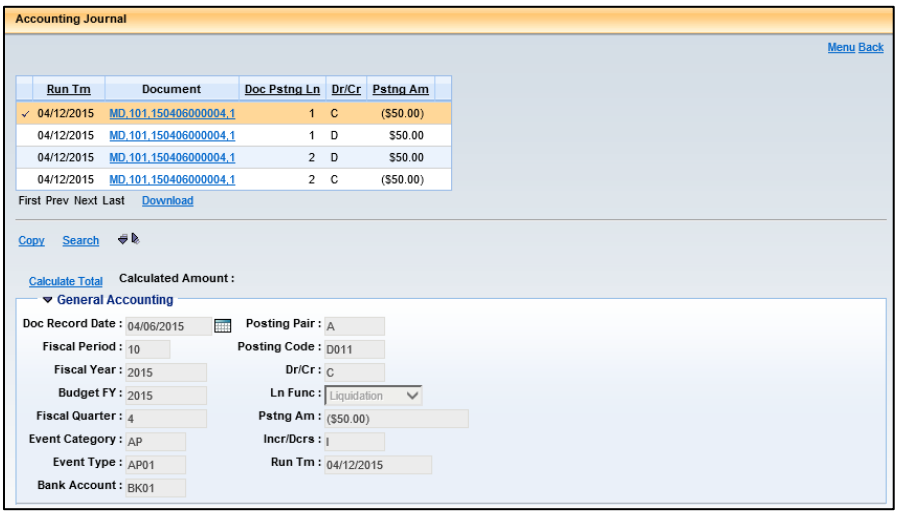
A. Navigate to the Accounting Journal table.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***JACTG***.
2. Click **Go**. The Accounting Journal (JACTG) table opens along with a Search pop-up window.

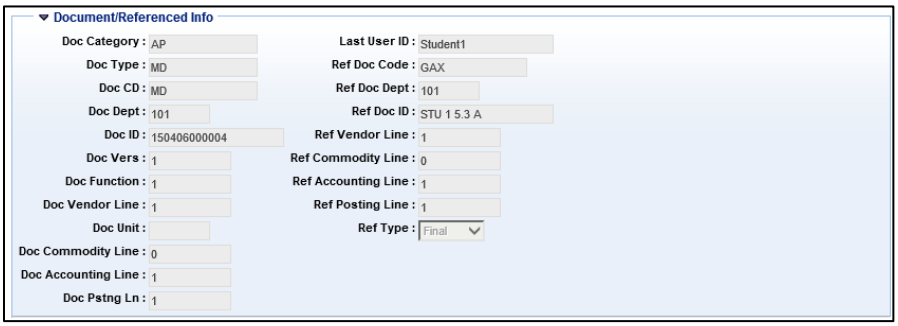
B. Locate the Manual Disbursement document information.

1. In the Search pop-up window, in the **Doc CD** field, enter ***MD***.
2. In the **Doc ID** field, enter the ID from the previous activity.
3. Click **Ok** to return to the Accounting Journal table.
4. In the grid, click the line for the document to view the details in the scalar at the bottom of the page.

5. Observe the information in the General Accounting section.



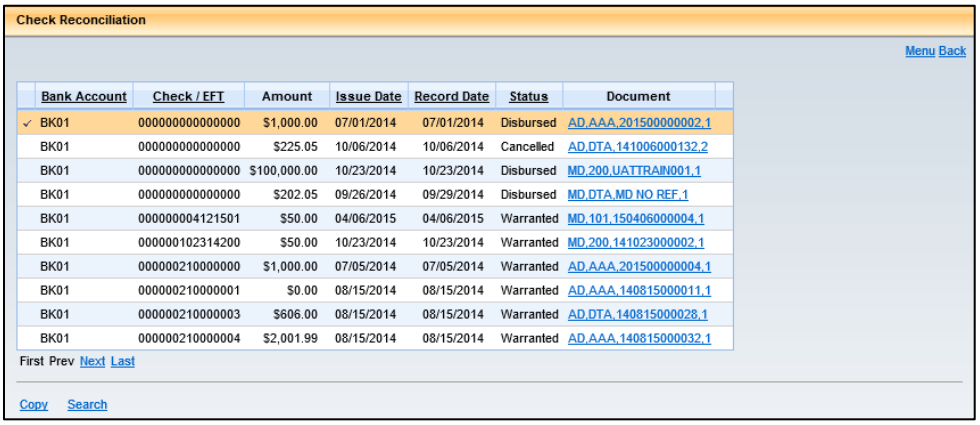
6. In the scalar, click **Document/Referenced Info**, to expand that section.
7. Observe the reference information for the document.



8. Click **Home** to return to the Home Page.

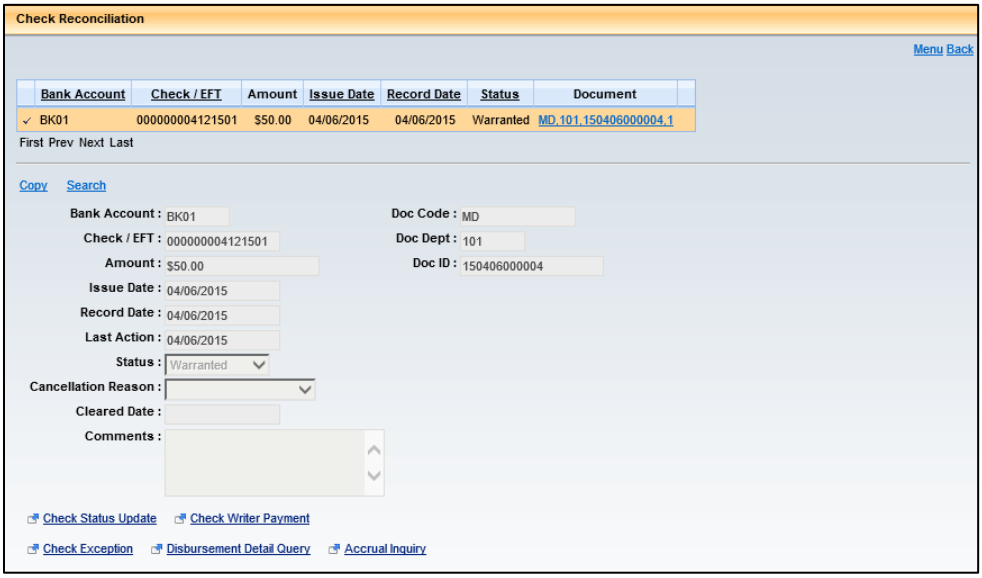
C. Navigate to the Check Reconciliation table.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***CHREC***.
2. Click **Go**. The Check Reconciliation (CHREC) table opens.



D. Locate the Manual Disbursement document information.

1. In the Check Reconciliation table, click **Search**.
2. In the **Doc Code** field, enter ***MD***.
3. In the **Check/EFT** field, enter **** followed by the warrant number from the previous activity (MMDDYY and student ID)***.
4. Click **Ok**.



5. In the grid, click the line for the document to view the details in the scalar at the bottom of the page.
6. Observe the information presented along with the links to other queries at the bottom of the page.
7. When you are finished, click **Home** to return to the Home Page.

5.5. Cancel a Manual Disbursement

A Manual Disbursement can be cancelled by using the Discard feature to create a cancellation version of the document. Information is then entered on the Header component Cancellation tab regarding the type and reason for cancellation.

A cancellation of a manual disbursement updates the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables. The nightly reconciliation process will move a cancelled warrant from Check Reconciliation (CHREC) table to the Paid Check table.

On the Cancellation tab, the Cancellation Type and Reason are required fields, the rest are optional. The following fields are available for data entry on the Cancellation tab:

- Cancellation Type
- Cancellation Reason
- Cancellation Comment
- Schedule Payment Date
- Hold Type
- Hold Request Description
- Payment Hold Type Department
- Payment Hold Type Unit

Lesson Summary

In this lesson, you:

- Reviewed the partial payment options
- Identified the different disbursement options on a payment request document
- Created a manual disbursement
- Cancelled a manual disbursement
- Searched for disbursements on the Accounting Journal and Check Reconciliation tables

Check Your Progress

1. A non-full payment can use a Ref Type of _____.

    a. Partial
    b. Full
    c. Final
    d. Both a and c

2. Payments must always be sent to the vendor.

    a. True
    b. False

3. Warrants that originate outside of AFIS require the creation of a _____.

    a. External Disbursement
    b. Wire Transfer
    c. Manual Disbursement
    d. Balance Transfer

6. Modifying and Canceling Payments and Disbursements

Learning Objectives

In this lesson, you will:

- Modify a payment request
- Modify disbursement options with a disbursement request modification document
- Cancel a payment request
- Cancel a disbursement
- Review the stale dating warrant process
- Review the State initiated ACH reversal process
- Review the ACH Return from the State servicing bank process

Lesson Overview

AFIS provides several options for correcting processing errors. Payment request and disbursement documents can be modified or cancelled. Cancelled disbursements can be rescheduled or placed on hold. After a specified amount of time has passed, the warrants can be stale dated.

6.1. Modify a Payment Request

Documents that are in Draft phase can be changed at any time by clicking the Edit button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.

Modifications can only be made to a payment request before it has been disbursed, through the manual or automated disbursement process. If the Closed Amount is $0.00 and the Closed Date on the Header component is not populated, then the payment request has not been closed and can still be modified. If it is only partially closed, look at the Closed Amount and Closed Date fields on the Accounting component to determine if the line that requires modification is closed.

Once a payment request (GAX) has been disbursed (closed), changes cannot be made until the warrant paying the Accounting line has been cancelled and the payment request is re-opened.

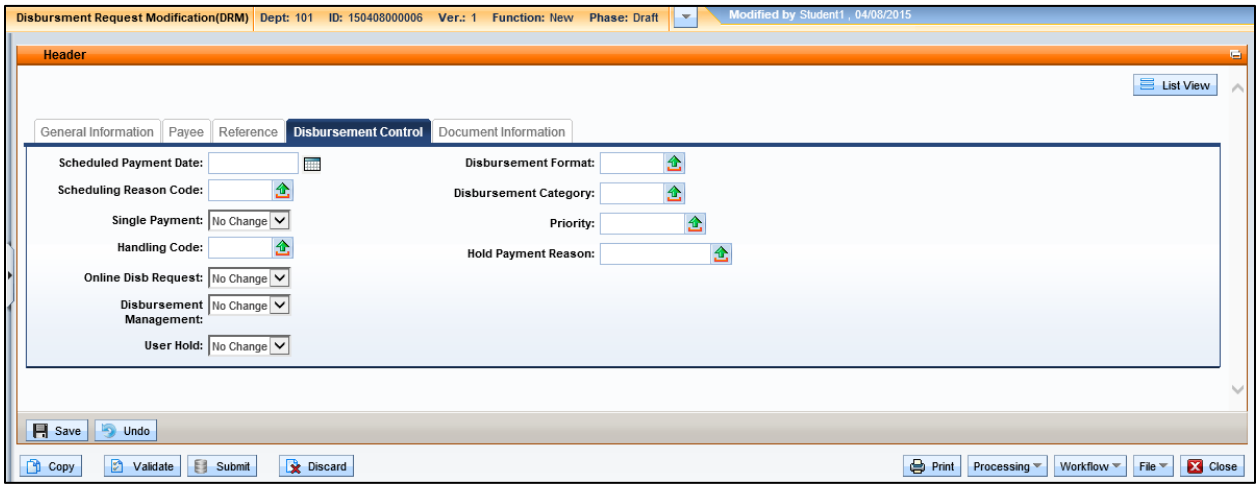
Modifications made to a payment request (GAX) that references another document can also impact the referencing document, or may not be able to be made because of the referencing document.

6.2. Modify Disbursement Options with a Disbursement Request Modification Document

Disbursement Options cannot be modified on a General Accounting Expense (GAX) document in Final phase. Key items on an approved payment request may need to be changed before disbursement occurs. Modifications to Procurement Request documents that originated in ProcureAZ must be done in ProcureAZ. Users can submit a Disbursement Request Modification (DRM) document to update the following items:

- Request for Single Warrant
- Request for Hold for Pickup
- Add a third party Payee
- Request a change to the Scheduled Payment Date
- Change EFT to Warrant

Most of these options are located on the Disbursement Control tab of the DRM document.



Changes made through a DRM document do not update the referenced document on the document catalog but do update the Disbursement Request table. The Warrant/EFT generated uses the information on the Disbursement Request table.

On the Header component General Information tab of the DRM document, the Changes Applicable To field allows the selection of the type of change requested. The options are:

- **Document** – The DRM will modify the entire payment request, affecting all Accounting lines for every vendor on the document. Payee Assignment and Disbursement Options on the Header can be changed but the Vendor line cannot be modified.
- **Vendor** – The DRM will modify all Accounting lines for a specific vendor. More than one Vendor line can be inserted on the DRM for this type of change. The Disbursement Options in the Vendor line can be changed but the Payee Assignment and Disbursement Options in the Header cannot be modified.

Once a Disbursement Request Modification (DRM) document has been submitted to Final, it cannot be modified or cancelled. A new DRM document must be created to make additional changes. Users can view modifications to a Payment Request can viewed on the Disbursement Request (DISRQ) table.

ACTIVITY 6.2

Create a Disbursement Request Modification Document

Scenario

You have obtained approval on a General Accounting Expense (GAX) document, but you need to request that the warrant be held for pickup as a single warrant disbursement. Copy forward from the GAX to a Disbursement Request Modification (DRM) document to make the necessary changes.

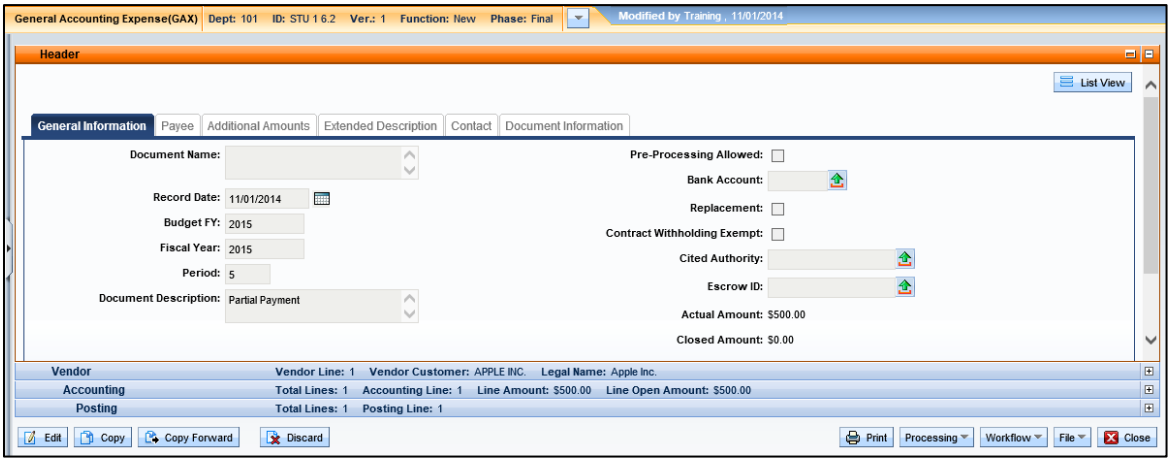
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Locate the General Accounting Expense document.

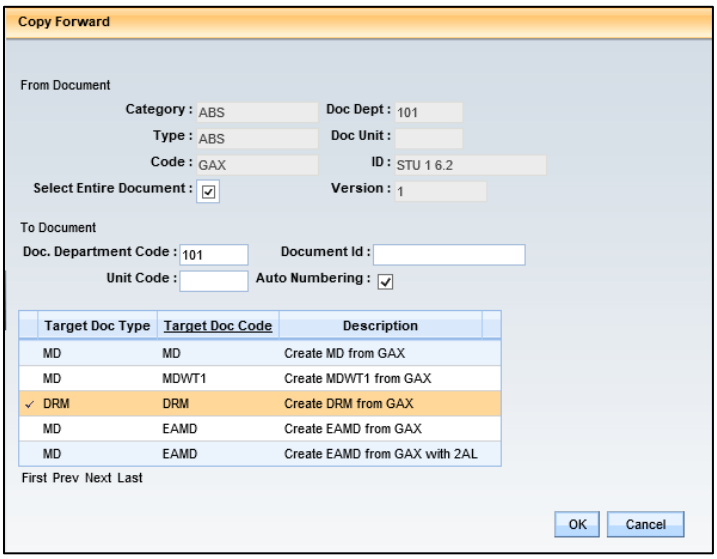
1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAX***.
4. In the **Dept.** field, enter the data from ***your student data card***.
5. In the **ID** field, enter the data from ***your student data card***.
6. Click **Browse**.
7. Click the **ID** of the payment document to open it.



B. Create a Disbursement Request Modification document using Copy Forward.

1. In the GAX document, click **Copy Forward**.
2. In the **Doc Department Code** field, enter the data from ***your student data card***.
3. Click the **Auto Numbering** check box.

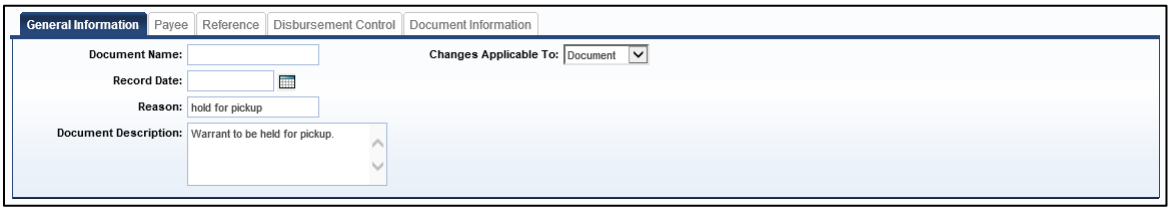
4. Select the line for **DRM** in the Target Doc Type grid.



5. Click **Ok**. The new DRM document opens.
6. Write down document number: _____

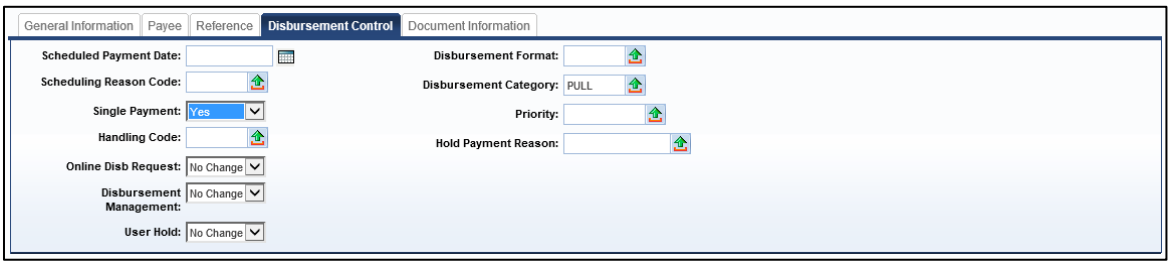
C. Complete the General Information tab of the Header component.

1. In the **Reason** field, enter ***hold for pickup***.
2. In the **Document Description** field, enter ***Warrant to be held for pickup***.
3. In the **Changes Applicable To** drop down, select ***Document***.

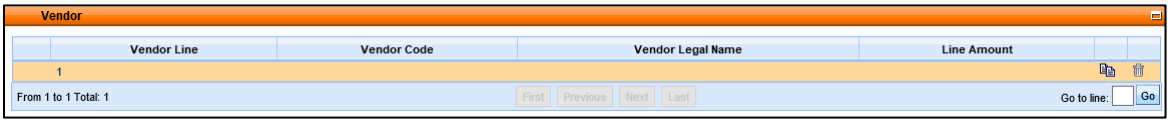


4. Click the **Disbursement Control** tab.
5. In the **Disbursement Category** field, click the Pick List.
6. Select **Pull** from the Scalar.

7. In the **Single Payment** drop down, select ***Yes***.



8. Click the **Vendo**r component.
9. Click on the **trash can** icon on the scalar.



10. In the pop-up window, click **Yes**.

D. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
3. Click **Close**.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

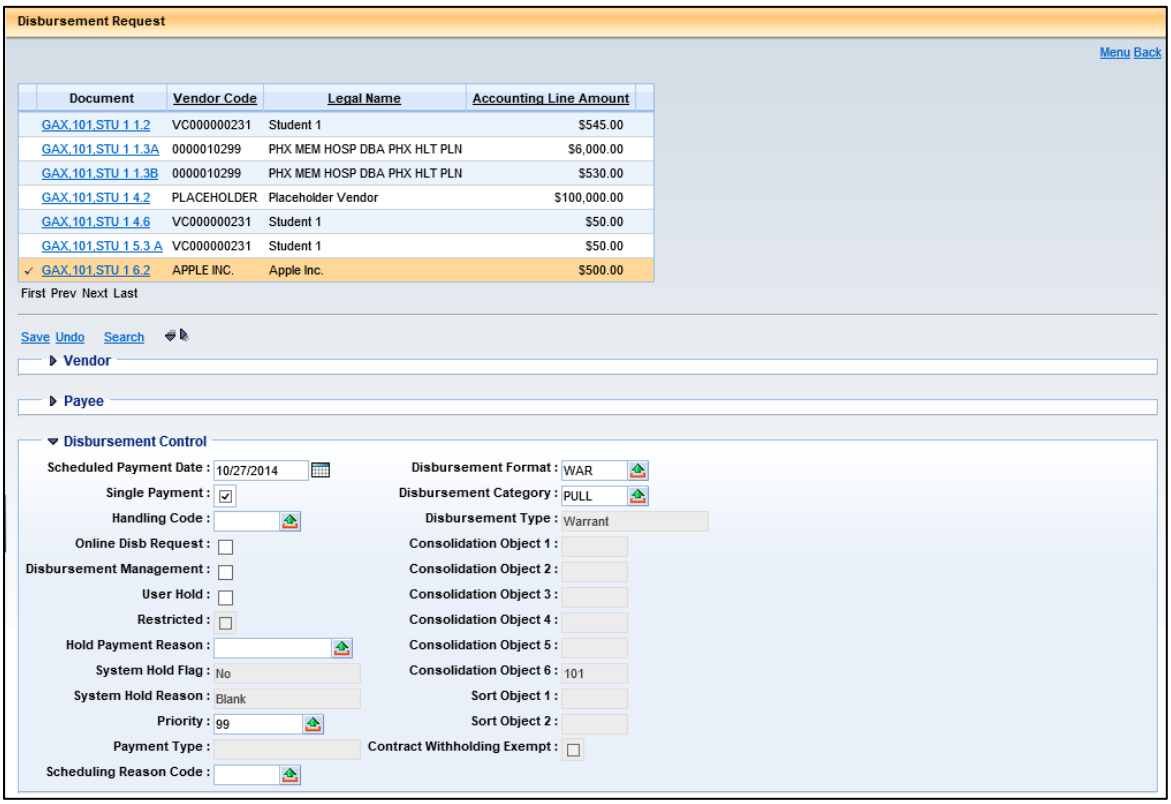
E. Navigate to the Disbursement Request table.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***DISRQ***.
2. Click **Go**. The Disbursement Request (DISRQ) table opens.

F. Locate the General Accounting Expense document information.

1. Below the grid, click **Search**.
2. In the Search pop-up window, in the **Doc Dept** field, enter the **Dept** from ***your student data card***.
3. In the Search pop-up window, in the Doc ID field, enter the document ID you just ***entered the document ID you just entered***.
4. Click **Ok** to return to the Disbursement Request table.
5. Click **Disbursement Control** section, to expand that section.

6. Observe the Disbursement Category is now Pull.



7. Click **Home** in the Primary Navigation Panel to return to the Home Page.

6.3. Cancel a Payment Request

A cancellation is allowed to the payment request (GAX) document before it has been disbursed. Cancellation of a payment request reopens the referenced lines of an encumbrance document. Previous versions of the document are set to Historical-Final when the cancellation version is submitted to Final.

All Cancellations will reverse the document's impact on all tables, and reverse ledger postings on the journals. A Cancellation version of a document is created by clicking the Discard button in the document.

Cancel a Payment Prior to Disbursement

There are several scenarios that would require the cancellation of a payment request (GAX). A user may need to cancel a payment request if the payment was made to the wrong vendor or if the accounting distribution on the referenced encumbrance is incorrect. In the case of the latter, it is better for the user to cancel the payment request and then modify the encumbrance.

The options vary depending on the phase of the document:

- **Pending** – Reject the document, the payment request returns to the Draft phase; open the document and click Edit
- **Final** – Open the payment request and click Discard

Always review the Posting line to be sure that the desired result has been achieved.

Cancel a Payment in Final Phase after Disbursement

If a disbursement has been made by warrant, the department cancels the Manual or Automated Disbursement document. If the Disbursement and payment request (GAX) are both cancelled, the encumbrance is re-opened. For the encumbrance to be reopened, the PR Cancellation will have to be the selected cancellation type.

If it is necessary to cancel a payment request that has been disbursed, the disbursement document that references the payment request must be cancelled first. The disbursement document must be cancelled with the Cancellation Type **Close**. If you process a hold and reschedule the expenditure document opens.

ACTIVITY 6.3

Cancel a General Accounting Expense Document

Scenario

You have received information that the wrong data was entered on the General Accounting Expense (GAX) document. The payment has not been disbursed, so you can cancel the GAX.

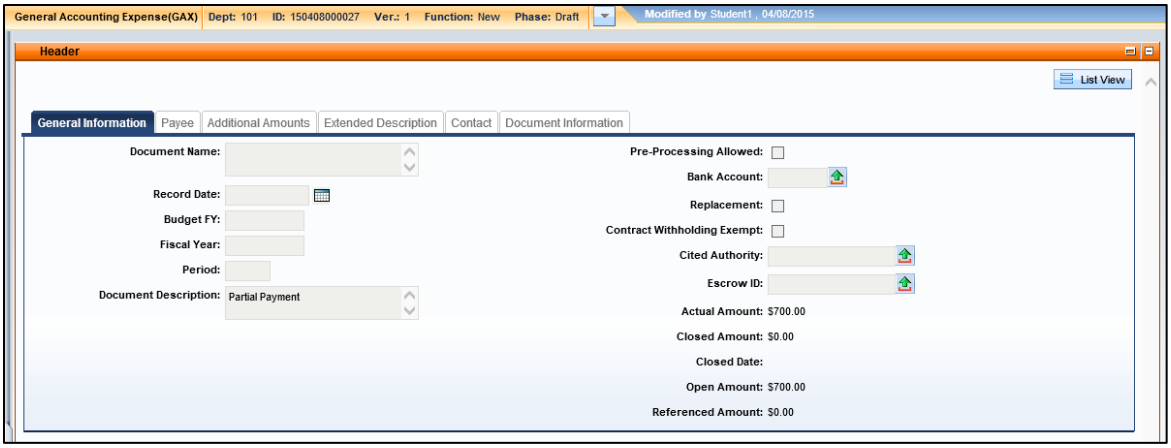
Setup

✓ User is logged into the AFIS Home Page.

Steps

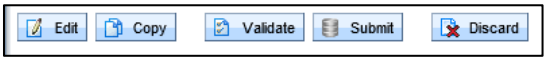
A. Locate and open the General Accounting Expense document.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***GAX***.
4. In the **ID** field, enter ***the GAX ID from Activity 5.1***.
5. Click **Browse**.
6. Click the **ID** of the document in the search results. The GAX document opens.



B. Discard the General Accounting Expense document.

1. Observe the **Closed Date** field is not populated, indicating that the GAX has not been disbursed.
2. Click the **Discard** button.



3. A window appears with a confirmation message.
4. Read the message and click **OK**.

C. Review and submit the new Cancellation version of the document.

1. Review the data to confirm that it is correct.
2. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
3. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Pending Approval**."
4. Click **Close**.
5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

6.4. Disbursement Cancellation Process

A disbursement can be cancelled in AFIS, as long as it has not cleared the bank. Once a disbursement is cancelled, it can be reissued, if necessary. Depending on whether or not the payment is still with the State, or has been sent to the vendor, different actions must be taken. For instance, if the payment has been sent to the vendor, a State Indemnity Form (SIF) must be completed which will request that the bank put a Stop Payment on the disbursement.

When a disbursement needs to be cancelled because a vendor was issued a payment in error, the user confirms the warrant has not been paid then cancels the original disbursement document with a cancellation type of **Close**. The disbursement cancellation request document routes through workflow for approval by a department approver and GAO. This process does not reopen the referenced payment request or reissue the payment to the vendor. To confirm the disbursement has been cancelled, navigate to the Disbursement Request (DISRQ) table, and verify the associated payment request document is not in the table.

When a payment has been disbursed but has not been received by a vendor, the most common approach is to reissue the payment after requesting that the bank put a Stop Payment on the original disbursement. The user confirms the warrant has not been paid and verifies the vendor's current address, before requesting a reissue of the payment. The user cancels the original disbursement document with the cancellation type of **Rescheduled**. After the document routes through workflow for approval, the user navigates to the Disbursement Request (DISRQ) table to verify the associated payment request document appears on the table and ready for disbursement.

Warrants initiated from ProcureAZ will also have to be cancelled in the same manner as AFIS initiated warrants. The only options for canellation types for warrants that derive from an expenditure document (PRCPZ1) document initiated ProcureAZ are reschedule and hold.

Cancel a Warrant

To cancel a warrant, the user cancels the outstanding disbursement document in AFIS. The disbursement cancellation document routes to workflow for approval by a department level approver and GAO. After approvals are submitted, the document is ready for re-issue, if required.

To cancel a warrant, select the **Discard** command from the Action Menu on the Automated Disbursement (AD) or Manual Disbursement (MD), which creates a Cancellation draft document of the disbursement. In the Cancellation version, navigate to the Header component and click the Cancellation tab. The following fields must be populated in order to complete the cancellation:

- **Cancellation Type**
  - **Reschedule** – Used to reverse the effects of the original disbursement and allows for rescheduling of the disbursement by specifying a new Scheduled Payment Date
  - **Close** – Used to cancel the disbursement and cancel the payment request
  - **Hold** – Used to reverse the effects of the original disbursement and places the payment on hold
  - **PR Cancellation** – Cancels the disbursement and triggers the cancellation of the payment request. This is allowed when a payment request was not paid by more than one disbursement document. The payment request lines are not placed back on DISRQ for repayment and the encumbrance lines are re-opened
- **Cancellation Reason**
  - **Lost** – Payee claims warrant was received and then lost

- **Stolen** – Payee claims warrant was stolen
- **Never Received** – Payee claims they never received the payment
- **Destroyed** – Payee claims warrant was destroyed
- **Incorrect Information** – Payee information is incorrect
- **Stale** – Money released on a disbursement but never cashed (up to 180 days). This will be system generated and not an option for a manually entered cancellation.

- **Cancellation Comment** – This field is used to add more detailed information about why the disbursement is being cancelled
- **Scheduled Payment Date** – This field is required if the payment is rescheduled

ACTIVITY 6.4

Process a Disbursement Cancellation

Scenario

You need to cancel a disbursement and its referenced payment. You will discard the disbursement.

Setup

✓ User is logged into the AFIS Home Page.

Steps

A. Locate the disbursement document that needs to be rescheduled.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***MD***.
4. In the **Dept.** field, enter the data from ***your student data card.***
5. In the **ID** field, enter ***the ID from activity 5.3***.
6. Click **Browse**.
7. In the list of documents, click the **ID** link to open the document.

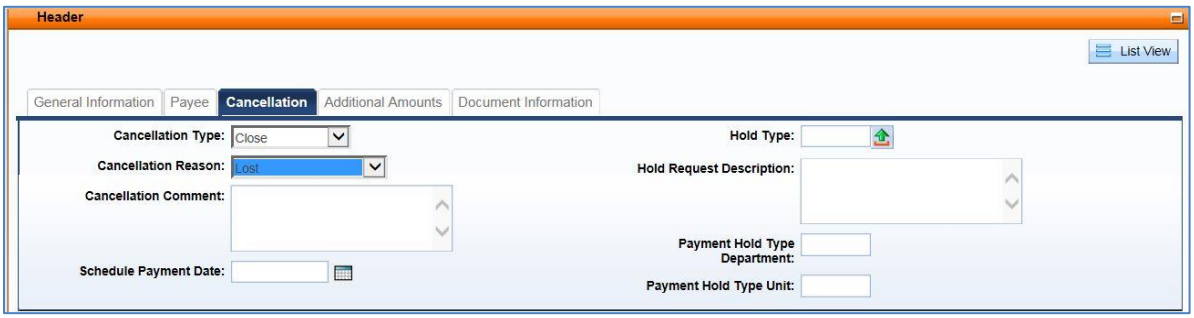
B. Discard the Manual Disbursement Document (MD).

1. Click the **Discard** button.
2. A window appears with a confirmation message.
3. Read the message and click **OK**.

C. Locate and complete the Cancellation tab.

1. Click the **Cancellation** tab.
2. In the **Cancellation Type** drop down box, select **Close**.

3. In the **Cancellation Reason** drop down box**,** select **Lost.**



D. Review and submit the new Cancellation version of the document.

1. Review the data to confirm that it is correct.
2. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document Validated Successfully**."
3. Click Submit to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully – Final**."
4. Click **Close**.
5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

6.5. Unclaimed Property Process

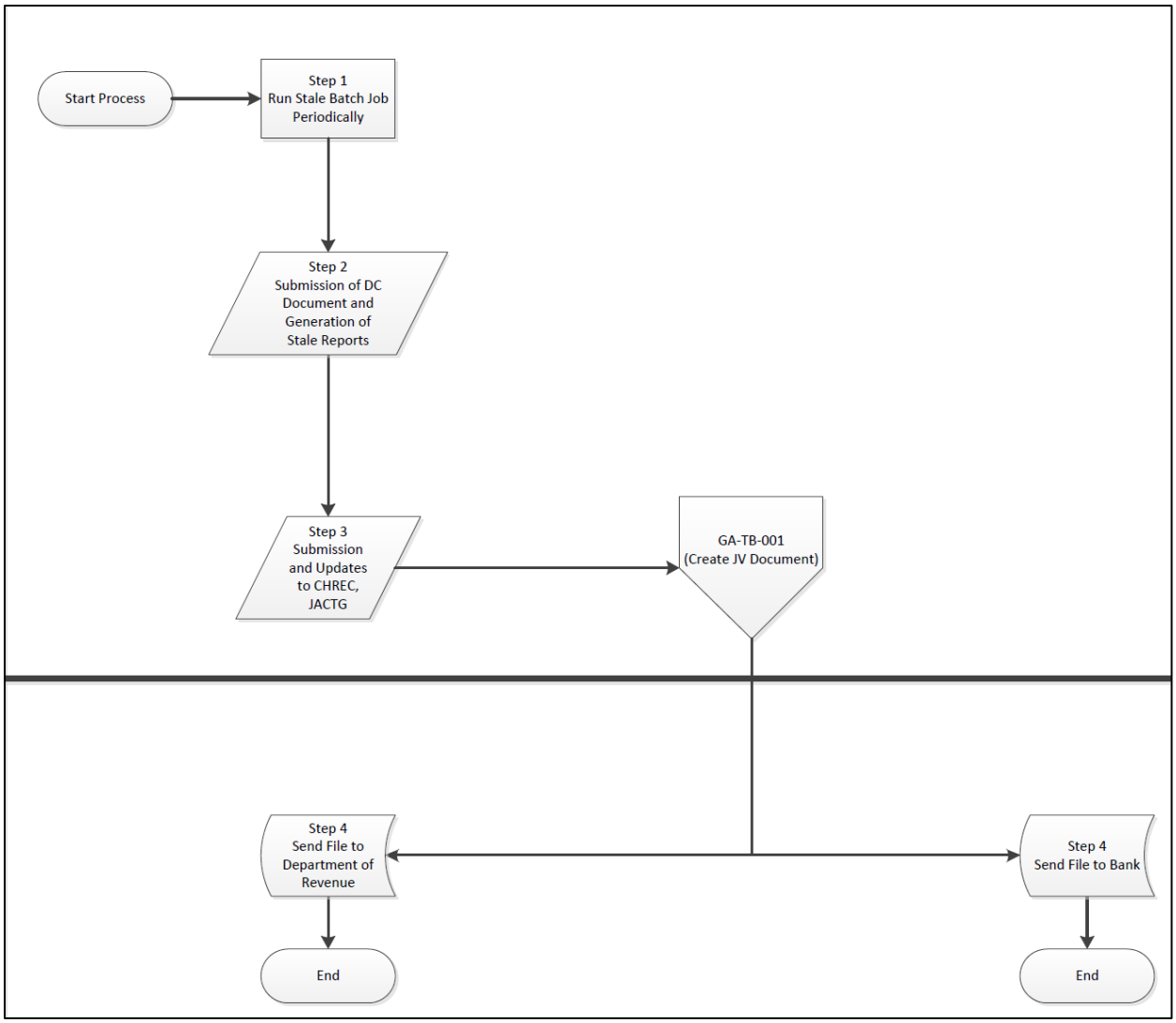
State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-020 and represented by Figure 7 below.

1. The "Stale Batch" job is run on a monthly basis, as well as on request as needed. This batch job Stale Warrants issued by the State based on the System Options (SOPT) table setup. For example, the Stale Date Disbursement flag determines whether or not AFIS can stale disbursements, and the Stale Days field determines the number of days that can pass before a disbursement is considered stale.
2. The Disbursement Cancellation (DC) document is automatically generated and submitted, and the Stale Report is generated which contains a list of all of the warrants that are cancelled successfully. In addition to the Stale Report, an Unclaimed Property Report is generated that lists all warrants to be transferred to the Department of Revenue's (DOR) Unclaimed Property Unit (based on Fund code). Another report, the Cancelled Expired Report, is generated that lists all warrants to be transferred to the originating funds (based on Fund code).

3. The final submission of the DC document updates the Check Reconciliation (CHREC), Accounting Journal (JACTG), and other tables. Two Journal Voucher (JV) document will be created, one to transfer funds from the Stale liability account to the Department of Revenue liability account, another JV to transfer funds from the Stale liability account to the originating funds.
4. Two outbound files are created that are sent to the external systems. One includes expired warrant information sent to DOR. Another is created that includes expired warrant information to send to the state servicing bank.

Figure 7: Unclaimed Property Workflow (AP-TB-020)



6.6. State Initiated ACH Reversal

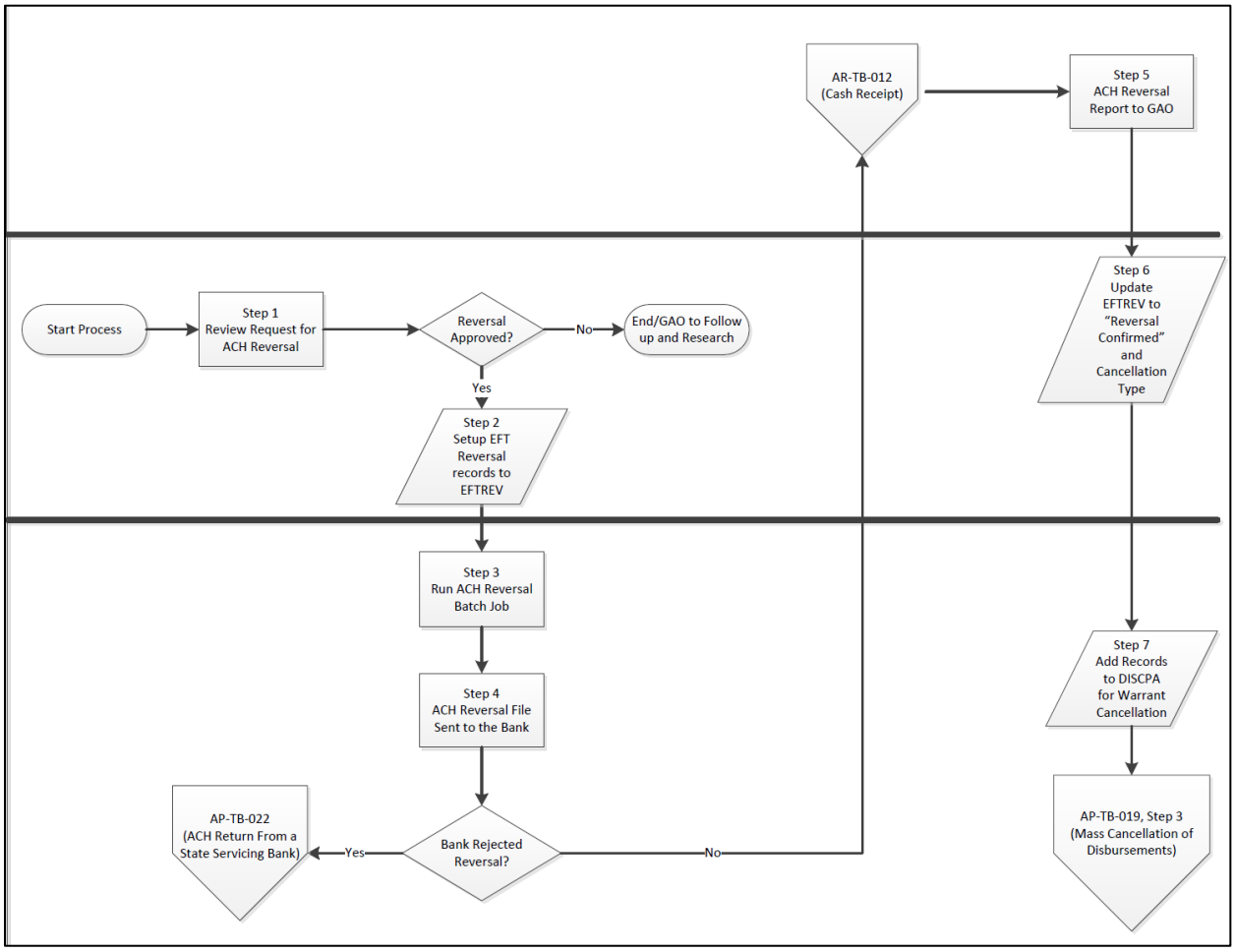
There may be times when a payment that has been processed by the bank needs to be reversed. The State can initiate the process by running a batch job to create an ACH reversal file that is sent to the bank. Successful reversals result in the receipt of cash by the State.

State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-021 and represented by Figure 8 below.

1. The department initiates a request for ACH Reversal which is reviewed by GAO. If the reversal is approved by GAO, proceed to step 2, otherwise GAO to follow up and research.
2. For the Electronic Funds Transfer (EFT) records to be reversed, GAO will setup those records on the Electronic Funds Transfer Reversal (EFTREV) table. Reversal information to be entered on the EFTREV table includes bank account, EFT Number, Reversal Status, Cancellation Type, Cancellation Reason, etc. The Reversal Status will be set to “Requested Reversal.”
3. The ACH Reversal batch job selects EFTREV records that are set to “Requested Reversal,” and generates an outbound ACH Reversal file to send to the State servicing bank. If the Reversal Status on EFTREV is set to “Reversal Confirmed,” the batch job also inserts records into the Disbursement Cancellation parameter table so that the Mass Cancellation process can cancel those EFT payments that were reversed by the bank.
4. After performing the batch job, the ACH reversal file is sent to the State servicing bank. If the reversal is rejected by the State servicing bank, refer to AP-TB-022 (ACH Return from State Servicing Bank). The State servicing bank will not notify the State for the ACH reversals that were successful. Reference AP-TB-012 (Cash Receipt).
5. On the following day, after the batch job cycle and after the creation of the Cash Receipt, the Treasurer will generate an ACH reversal report to notify GAO that the reversal is active.
6. Upon confirmation with the State servicing bank for the ACH reversal records, GAO will manually update the EFTREV table to set the Reversal Status to “Reversal Confirmed” along with the appropriate Cancellation Type, such as Reschedule, Hold, or PR Cancellation.
7. During the next run cycle, AFIS will detect those records manually flagged by GAO as confirmed, and add those records to the Disbursement Cancellation Parameters (DISCPA) table initiating a Mass Cancellation of Disbursements.

Figure 8: State Initiated ACH Reversal Workflow (AP-TB-021)



6.7. ACH Return from State Servicing Bank

There are several possible outcomes that can occur when the State servicing bank sends the ACH Return File to the GAO.

State Process Overview

The steps below describe the statewide process. Your department may have additional requirements. This process is referenced in To Be ID AP-TB-022 and represented by Figure 9 below.

1. The inbound ACH Return File sent from the State servicing bank is received by the GAO.
2. The Returned ACH Transaction batch job processes the returned EFT/Prenote transactions from the bank as follows:

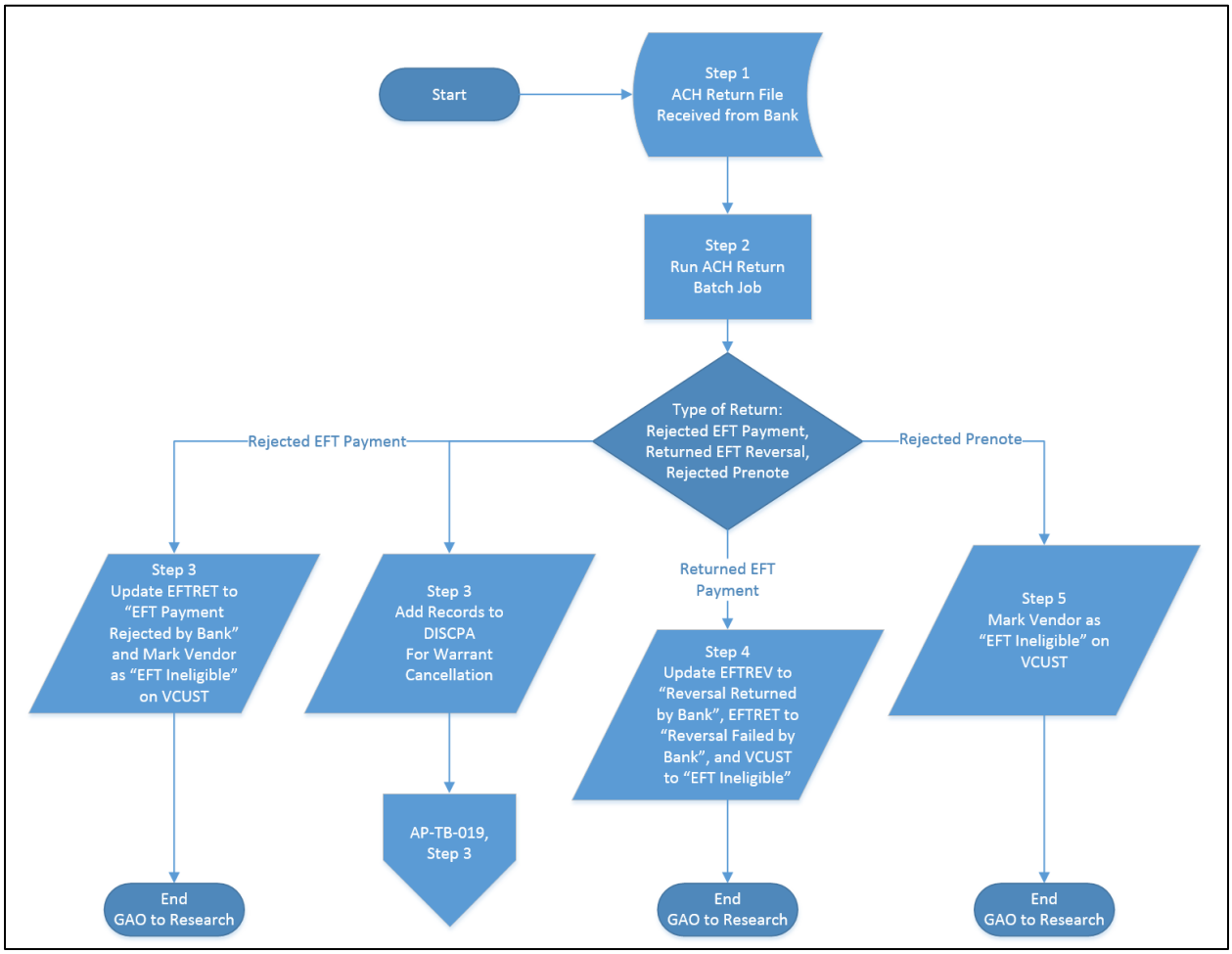
i) If the transaction is a rejected EFT payment, the job will update the EFT Return table, initiate the cancellation of the associated EFT payment, and mark the associated Vendor as ineligible for EFT payments on the Vendor Customer (VCUST) table. Proceed to step 3.

ii) If the transaction is a returned EFT reversal, the job will update the EFT Reversals and EFT return tables and mark the associated Vendor as ineligible for EFT payments on the VCUST table. Proceed to step 4.

iii) If the returned transaction is a Prenote, the job will mark the associated Vendor as ineligible for EFT payments on the VCUST table. Proceed to step 5.

3. In a parallel process, for the rejected EFT Payment path, AFIS will update the EFT Return table, Reversal Status field to “EFT Payment Rejected by Bank” and mark the vendor as “EFT Ineligible” on the Vendor Customer (VCUST) table, EFT Status field. AFIS will also add the records to the Disbursement Cancellation Parameters (DISCPA) table for warrant cancellation initiating Mass Cancellation of Disbursements. The process ends with GAO further researching the cancelled disbursement.
4. AFIS will update the EFTREV table, Reversal Status field to “Reversal Returned by the Bank.” AFIS will update the EFTRET table, Reversal Status field, to “Reversal Failed by the Bank.” AFIS will also mark the vendor as “EFT ineligible” on the Vendor Customer (VCUST) table, EFT Status field. The process ends with GAO further researching the returned EFT reversal path.
5. AFIS will mark the vendor EFT Status as “EFT Ineligible” on the Vendor Customer (VCUST) table. The process ends with GAO further researching the rejected pre-note path.

Figure 9: ACH Return from State Servicing Bank Workflow (AP-TB-022)



Lesson Summary

In this lesson, you:

- Modified a payment request
- Modified disbursement options with a disbursement request modification document
- Cancelled a payment request
- Cancelled a disbursement
- Reviewed the stale dating warrant process
- Reviewed the State initiated ACH reversal process
- Reviewed the ACH Return from the State servicing bank process

Check Your Progress

1. Once a payment request has been disbursed (closed), changes can still be made without re-opening the payment request.
    a. True
    b. False

2. Modifications made to a General Accounting Expense document that references another document may also impact the referenced document.
    a. True
    b. False

3. When cancelling a warrant, the Cancellation Type can be set to all of the following except:
    a. Hold
    b. Reschedule
    c. Insufficient Funds
    d. Close

7. Accounts Payable Reporting

Learning Objectives

In this lesson, you will:

- Review reports available in Accounts Payable

Lesson Overview

AFIS includes many reports for monitoring Accounts Payable.

7.1. Reports

The key reports needed to support the AFIS Accounts Payable business processes are listed below.

- **FIN-AZ-AP-N021** - Vendor Intercept Report - Lists vendors with intercepted payments for a Department by Fiscal Year (XXXX) and Accounting Period (XXX).
- **FIN-AZ-AP-C021-RDD** - Future Scheduled Payments for Disbursements - This report lists future payment requirement schedules (cash requirements reporting) for disbursements.
- **FIN-AZ-AHCCCS-N042-RDD** - Disbursement by Healthplan - Vendor with Invoice Details - This is on demand report for Disbursements to "Vendors/Healthplan" (based on prompt) listing invoice numbers, dates paid and $ values.
- **FIN-AZ-AP-N151** - Outstanding Warrants by Department - Report lists Outstanding warrants by department and includes issue and expiration dates. Some Warrant amounts are summarized by documents.
- **FIN-AZ-AP-N157** - Monthly Paid Warrants - This report provides monthly paid warrants by Department and Fund for a given Fiscal Year. Some Warrant amounts are summarized by documents.
- **FIN-AZ-AP-N176** - 1099 Master Report - This report lists all 1099 reportable expenditures by Department, by Vendor.
- **FIN-AZ-AP-N285-RDD** - Payment Cancellation Request Daily Activity - Payment cancellation processed for prior business day
- **FIN-AZ-AP-N290-RDD** - Daily Warrant Count - Provides daily payment range, count, and amount for Warrants and EFTs by Disbursement types
- **FIN-AZ-AP-N291-RDD** - Warrant Register by Agency - Lists all warrants issued day before.
- **FIN-AZ-AP-N292-RDD** - Daily Warrant Transmittal Report - Provides summary of daily warrants issued to departments.
- **FIN-AZ-AP-N297-RDD** - Expired Warrants by Agency - This report shows all expired warrants by agency and any amounts transferred to Unclaimed Property.

- **FIN-AZ-AP-N345-RDD** - Open Encumbrance Report - The report provides a listing of open encumbrances inception to date up through the end of processing for the Fiscal Year (FY) and Accounting Period (APD) provided as prompted.
- **FIN-AZ-AP-N347-RDD** - Warrant Listing - Listing of all warrants/EFT by Bank and Document Code. Included fields are warrant/EFT number vendor information and warrant status.
- **FIN-AZ-AP-N349-RDD** - Payments pending by Department and Payment Date - Payments pending by Department and payment date.
- **FIN-AZ-AP-N354-RDD** - Commodity Expenditures Report - Provides the commodity expenditures by Department.
- **FIN-AZ-AP-N372** - Payment Extract - Excel-Report provides payment extract information from "From Date" to "To Date".
- **FIN-AZ-AP-N377** - Contract Payments by Fiscal Year - Lists all Paid Payments by Vendor for Fiscal Year [Fiscal Year Prompt].
- **FIN-AP-N378** - Paid Warrant Listing - Listing of all Paid Warrants by Bank Account and Document Codes - AD and MD. This report excludes EFT payments.
- **FIN-AZ-AP-N391** - Disbursements by Vendor - Report is a Listing of Disbursements by Vendor for a specified disbursement date range.
- **FIN-AZ-AP-N393** - Open Items – Encumbrances - This Report is a detailed listing of open Encumbrance documents with a fiscal period cutoff. This report is cumulative through APD "+[Accounting Period Prompt]+"."
- **FIN-AZ-AP-N394** - Open Items - Accounts Payable - Report is a detailed listing of payment requests and disbursement documents with a fiscal period cutoff for a given APD [Accounting Period Prompt].
- **FIN-AZ-AP-N456** - ACH Payment Transmittal Report - This report lists total ACH payments for prior day by ACH types.
- **FIN-AZ-AP-C032a-RDD** - Count - Bank Account by Disbursement Type - Provides nightly and YTD counts and totals by Disbursement types.

Lesson Summary

In this lesson, you:

- Reviewed reports for Accounts Payable

Appendix

ANSWER KEYS

Below are answer keys to the Check Your Progress quizzes provided at the end of each lesson.

Lesson 2

1. a. True (Section 2)
2. a. Soft Inference (Section 2.3)
3. b. Hard Inference (Section 2.3)

Lesson 3

1. b. False (Section 3.1)
2. b. False (Section 3.4)
3. a. JACTG(Section 3.8)

Lesson 4

1. d. General Accounting Encumbrance final document (Section 4.1)
2. a. True (Section 4.2)
3. a. True (Section 4.7)

Lesson 5

1. d. Both a and c (Section 5.1)
2. b. False (Section 5.2)
3. c. Manual Disbursement (Section 5.3)

Lesson 6

1. b. False (Section 6.1)
2. a. True (Section 6.3)
3. c. Insufficient Funds (Section 6.4)